AGENDA
SCOTT COUNTY
BOARD OF COMMISSIONERS
SHAKOPEE, MINNESOTA
OCTOBER 1, 2019

9:00 a.m.

(1) CONVENE COUNTY BOARD MEETING

(2) AMENDMENTS TO THE AGENDA

(3) APPROVE MINUTES OF SEPTEMBER 17, 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) NEW EMPLOYEE INTRODUCTION

(6) CONSENT AGENDA
Stewardship: Ensuring the Responsible and Stable Investment of Taxpayer Dollars and Communicating Its Value to the Public

- 6.1 Approve an Amendment to the Grant for the Receipt of Additional Funds for the Family Homeless Prevention and Assistance Program for the Biennium Period of July 1, 2019 Through September 30, 2021 (No fiscal impact)

- 6.2 Adopt Resolution No. 2019-141; Authorizing the County to Advance Order Fleet Equipment in the 2020 Capital Improvement Program (No fiscal impact)

- 6.3 Approve Estimate of Just Compensation by Market Value Appraisals for Right-of-Way for the Reconstruction of County Highway 42 Located in the City of Shakopee and the City of Prior Lake (No fiscal impact)

- 6.4 Approve Estimate of Just Compensation by Market Value Appraisals for New Right-of-Way for the Reconstruction of County Highway 27 From County Highway 21 to County Highway 44 in Credit River Township (No fiscal impact)

Customer Service: Creating a Customer Experience That is Respectful, Responsive and Solution-Oriented

- 6.5 Approve the Request for Preliminary Plat and Final Plat of Maggie Lane Farm (Clarence Van Zee, Applicant and Van Zee Living Trust, Property Owner) Consisting of 3 Lots on 51.33 Acres in Section 27 of Credit River Township (No fiscal impact)

- 6.6 Authorize Staff to Issue a Solid Waste License to Lloyd’s Construction Services, Inc. at 658 County Road 101 E in Shakopee, MN 55379 (No fiscal impact)

Commitment: Developing a High Quality Workforce That is Dedicated to Advancing a Safe, Healthy and Livable Community

- 6.7 Approve Payroll Processing of Personnel Actions (No fiscal impact)
Customer Service: Creating a Customer Experience That is Respectful, Responsive and Solution-Oriented

7.1 Adopt Resolution No. 2019-143; Proclaiming October 7-11, 2019 as Customer Service Week, and Presentation of the 2019 Second Quarter Spirit of Scott Awards (No fiscal impact)

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

8.1 Approve Agreements With Keefe Group to Provide Correctional Services (No fiscal impact)

COMMITTEE REPORTS AND COMMISSIONER UPDATES

COUNTY ADMINISTRATOR UPDATE

RECESS FOR ATTORNEY/CLIENT MEETING

ADJOURN

UPCOMING MEETINGS

October 15, 2019 9:00 a.m. County Board Meeting
November 5, 2019 9:00 a.m. Community Health Board Meeting
                  10:00 a.m. County Board Meeting

Lezlie A. Vermillion
County Administrator
(952) 496-8100
(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 Weckman Brekke, presiding, Commissioner Wolf, Commissioner Beer and Commissioner Ulrich. Commissioner Beard was attending a County related meeting and arrived at 9:42 a.m.

(2) County Staff Present:
   A. Lezlie Vermillion, County Administrator
   B. Jeanne Andersen, Senior Attorney
   C. Chris Harder, Quality Improvement Manager
   D. Aaron Kotila, Shop Supervisor
   E. Jason Allen, Systems Management Specialist
   F. Mary Keen, Business Info/Systems Specialist
   G. Cindy Geis, Community Services Director
   H. Connie Perila, Business Relationship Manager
   I. Kris Lage, Operations Analyst
   J. Nic Durrence, Customer Service Specialist
   K. Jennifer Donnelly, Customer Service Supervisor
   L. Brad Davis, Planning & Resource Management Director
   M. Janice From, Deputy County Recorder
   N. Jessie Rudi, Data & Research Analyst
   O. Alan Herrmann, Transit Supervisor
   P. John Swanson, Transit Supervisor
   Q. Luke Hennen, Sheriff
   R. Danielle Fox, Adult Services Manager
   S. Lisa Brodsky, Public Health Director
   T. Danny Lenz, Chief Financial Officer/Deputy County Administrator
   U. Steve Jones, Principal Financial Analyst
   V. Kari Ouimette, Economic Assistance Director
   W. Adam Pirri, Chief Deputy Sheriff
   X. Julie Hanson, Property & Customer Service Manager
   Y. Jeff Peichel, Chief Information Officer
   Z. Pam Selvig, Health & Human Services Director
   AA. Jacob Grussing, Library Director
   AB. Lisa Kohner, Public Affairs Coordinator
   AC. Perry Mulcrone, Business Relationship Director
   AD. Joe Wiita, Highway Division Program Manager
   AE. Nate Rasch, Data Privacy Coordinator
   AF. Evan Cole, Management Analyst
   AG. Lisa Burkhartzmeyer, Child Support Supervisor
   AH. Lisa Freese, Transportation Services Director
   AI. Lori Huss, Employee Relations Director
   AJ. Barb Dahl, Social Services Director
   AK. Kate Sedlacek, Environmental Service Manager
   AL. Melissa Bokman, Senior Planner
   AM. Paul Nelson, Natural Resource & Environmental Services Manager
   AN. Tracy Cervenka, Administrative Office Supervisor
Guests Present:
A. Lloyd Erbaugh, Prior Lake
B. Brian Thom, City of Eagan
C. Julie Siegert, Scott County Community Development Agency
D. Stacy Crakes, Scott County Community Development Agency
E. Adam Johnson, Scott County Community Development Agency
F. Bill Jaffa, Scott County Community Development Agency
G. Linda Janovsky, Scott County Community Development Agency

Minutes:
On a motion by Commissioner Beer, seconded by Commissioner Wolf, the Minutes of September 3, 2019 were approved, with Commissioner Beard absent.

Innovation: Exploring and Adopting New Technologies and Processes With the Goal of Improving Service and Reducing the Long Term Cost of Service Delivery

The County Board participated in the Scott County Delivers panel discussion regarding Efficiencies.

The Chair recessed the meeting at 10:28 a.m. and reconvened at 10:35 a.m.

Consent Agenda:

A. On the recommendation of the Planning Commission and the New Market Township Board, Commissioner Ulrich moved, seconded by Commissioner Wolf to approve the request for a Conditional Use Permit to construct a private indoor horse riding arena (Daniel and Wendy Bungert, applicants and property owners) in Section 17 of New Market Township. This action is in accordance with Chapters 2, 9, and 40 of Scott County Zoning Ordinance No. 3 and based on the criteria listed for approval. Motion carried unanimously.

B. On the recommendation of the Planning Commission and the Cedar Lake Township Board, Commissioner Ulrich moved, seconded by Commissioner Wolf to approve the request for an Interim Use Permit to construct a detached accessory dwelling unit (ADU) (Bruce and Jodi Bartusek, applicants and property owners) in Section 35 of Cedar Lake Township. This action is in accordance with Chapters 2, 7, and 40 of Scott County Zoning Ordinance No. 3 and based on the criteria listed for approval. Motion carried unanimously.

C. Commissioner Ulrich moved, seconded by Commissioner Wolf to approve a new On Sale Liquor License for Sever’s Corn Maze LP dba Sever’s Farm in Louisville Township. The motion carried unanimously.

D. Commissioner Ulrich moved, seconded by Commissioner Wolf to adopt Resolution No. 2019-137; Authorizing Entering Into an Agreement With The Shakopee Mdewakanton Sioux Community Regarding the County Highway 42 Reconstruction Project. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference. Motion carried unanimously.

E. Commissioner Ulrich moved, seconded by Commissioner Wolf to adopt Resolution No. 2019-138; Approving the Findings of Fact and Conclusions for the CP 42-19 Environmental Assessment Worksheet and Negative Declaration on the Need for an Environmental Impact Statement. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference. Motion carried unanimously.
F. Commissioner Ulrich moved, seconded by Commissioner Wolf to approve the Minnesota Family Investment Program Biennial Service Agreement for 2020-2021. The motion carried unanimously.

G. Commissioner Ulrich moved, seconded by Commissioner Wolf to adopt Resolution No. 2019-131; Authorizing Entering Into an Agreement with Kleen-Tech Services Corporation for Custodial Services for Scott County Facilities. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference. Motion carried unanimously.

H. Commissioner Ulrich moved, seconded by Commissioner Wolf to adopt Resolution No. 2019-139; Amending the 2019-2028 Transportation Improvement Program for the CP 17-42 Pedestrian Bridge and Trail Project to Initiate Design in 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. Motion carried unanimously.

I. Commissioner Ulrich moved, seconded by Commissioner Wolf to approve the Development Agreement between River Valley Partners LLP and Scott County; and adopt Resolution No. 2019-137; Setting an Annual Special Assessment for Tax Parcel ID #079330111 in the Amount of $15,000 for the Tax Years 2020 Through 2024. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference. Motion carried unanimously.

J. Commissioner Ulrich moved, seconded by Commissioner Wolf to approve the record of disbursements and approve the claims in the amount of $15,777,264.48 from August 1 through 31, 2019. Motion carried unanimously.

K. On the recommendation of the County Administrator, Commissioner Ulrich moved, seconded by Commissioner Wolf, 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 Angela Schneider, FT Senior Accountant, Office of Management & Budget, effective 10/04/19.
2. Separation of employment for Sara Toenies, FT Therapist, Health and Human Services Division, effective 10/25/19.
3. Separation of employment for Kelsey Ramerth, FT Therapist, Health and Human Services Division, effective 09/13/19.
5. Separation of employment for Hannah Wiebold, FT Temporary Program Delivery Seasonal, Transportation Services Division, effective 08/16/19.
6. Separation of employment for Michael Bjick, FT Temporary Program Delivery Seasonal, Transportation Services Division, effective 08/30/19.
7. Separation of employment for Chrissy Degendorfer, FT Temporary Administrative Specialist-Unclassified, Health and Human Services Division, effective 08/23/19.
8. Separation of employment for Thomas Schiller, FT Temporary Assessment Technician-Unclassified, Community Services Division, effective 10/11/19.
9. Separation of employment for Hanna Donnelly, FT Temporary Assessment Technician-Unclassified, Community Services Division, effective 10/11/19.
10. Separation of employment for Maria Habiger, Intermittent (34% FTE) Library Aide-Unclassified, Administration Division, effective 08/30/19.
11. FT Probationary employment for Jane Kanan, Therapist, Health and Human Services Division, effective 09/03/19.
12. FT Probationary employment for Melat Yimamu, Eligibility Specialist, Health and Human Services Division, effective 09/09/19.
13. Intermittent (34% FTE) employment for Karen Kandik, Social Worker I-Unclassified, Health and Human Services Division, effective 08/29/19.
14. Intermittent (34% FTE) employment for Aaron Kyeong Backlund, Library Aide-Unclassified, Administration Division, effective 09/03/19.
15. Change in employment status for Paula Neisen, FT to PERA PRO (50% FTE) Registered Nurse, Health and Human Services Division, effective 08/31/19.

Motion carried unanimously.

(7) Stewardship: Ensuring the Responsible and Stable Investment of Taxpayer Dollars and Communicating its Value to the Public:

A. Commissioner Beard moved, seconded by Commissioner Beer to adopt Resolution No. 2019-136; Approving Annual Agreements With Kimley Horn and Associates, Inc., SRF Consulting, Inc., and WSB and Associates, Inc., for Professional Transit Consulting Services. 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 on a vote of four ayes, with Commissioner Wolf abstaining.

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

A. Scott County Community Development Agency (CDA) staff Bill Jaffa, Julie Siegert, and Stacy Crakes highlighted their new branding as well as current and upcoming projects and initiatives of the CDA. Mr. Jaffa presented a request for the County Board to approve the CDA’s 2020 levy in the amount of $248,325, a 7.68% increase over 2019. Commissioners Ulrich and Beer expressed a desire for increased engagement and partnering between the County and the CDA.

Commissioner Beard moved, seconded by Commissioner Wolf to adopt Resolution No. 2019-133; Approving the 2020 Budget in the Amount of $13,280,984 and Payable Tax Levy in the Amount of $3,452,685 of the Scott County Community Development Agency and Certifying Same to the County Auditor. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference. Motion carried unanimously.

(9) Stewardship: Ensuring the Responsible and Stable Investment of Taxpayer Dollars and Communicating its Value to the Public:

B. Commissioner Beard moved, seconded by Commissioner Wolf to ratify the setting of a public hearing at 9:30 a.m. on September 17, 2019 to receive public comment on the preliminary 2020 levy of $1,253,314 and the 2020 budget of the Scott Watershed Management Organization Special Taxing District. Motion carried unanimously.

Senior Planner Melissa Bokman presented information on the 2020 preliminary levy and budget for the Scott Watershed Management Organization Special Taxing District.

Hearing no public comment, Commissioner Beard moved, seconded by Commissioner Wolf to close the public hearing at 11:42 a.m. Motion carried unanimously.

Commissioner Beard moved, seconded by Commissioner Wolf to adopt Resolution No. 2019-134; Approving the Preliminary 2020 Levy of $1,253,314 and the 2020 Budget for the Scott Watershed Management Organization Special Taxing District. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference. Motion carried unanimously.

C. Chief Financial Officer/Deputy County Administrator Danny Lenz reviewed the 2020 proposed budget and levy in the amount of $71,123,000, a 3.95% increase from 2019. Commissioner Beer noted this is the maximum amount the County can levy for 2020, though it can go down. Commissioner Weckman Brekke thanked staff for this low number, noting that it is lower than the cost of increases that are not within our control.
Commissioner Ulrich moved, seconded by Commissioner Beard to adopt Resolution No. 2019-132; Establishing a Maximum Proposed Levy of $77,142,164 Less $6,019,164 Certified Property Tax Aids for a Net Levy of $71,123,000 for the Purpose of Preparing the 2020 Proposed Property Tax Statements. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference. Motion carried unanimously.

(10) Committee Reports and Commissioner Updates:
   A. Commissioner Wolf attended the New Market Town Board meeting on September 3.
   B. Commissioner Wolf attended the Scott County Planning Advisory Commission meeting on September 9.
   C. Commissioner Wolf attended the Prior Lake City Council meeting on September 9.
   D. Commissioner Wolf attended the Cedar Lake Town Board meeting on September 9.
   E. Commissioners Wolf and Beer attended the Metropolitan Emergency Services Board (MESB) meeting on September 11.
   F. Commissioner Wolf and County Administrator Lezlie Vermillion met with the Elko New Market City Administrator on September 11.
   G. Commissioner Wolf attended the I-35 Solutions Alliance meeting on September 12.
   H. Commissioner Wolf attended the Elko New Market City Council meeting on September 12.
   I. Commissioner Wolf attended the Spring Lake Town Board meeting on September 12.
   J. Commissioner Wolf met with Senator Pratt regarding McMahon Lake on September 16.
   K. Commissioners Wolf, Beer, Ulrich, and Weckman Brekke attended the groundbreaking ceremony for the Individual Residential Treatment Services Facility on September 16.
   L. Commissioner Wolf attended the Fall Festival in Jordan on September 15.
   M. Commissioners Beer and Beard along with Ms. Vermillion met with the Shakopee Mayor and City Administrator on September 5.
   N. Commissioners Beer and Weckman Brekke attended the Choose Not to Use golf tournament on September 6.
   O. Commissioner Beer noted he attended various community events including the Fall Festival in Jordan, Steamboat Days in Carver, and the Chicken Feed at the Prior Lake VFW.
   P. Commissioner Beer attended the Prior Lake-Spring Lake Watershed District Board of Managers meeting on September 10.
   Q. Commissioners Beer and Ulrich attended the Families and Individuals Sharing Hope (FISH) meeting on September 12.
   R. Commissioners Beard and Ulrich attended the Scott County Transportation Committee meeting on September 5.
   S. Commissioner Beard attended the key leadership meeting regarding the innovation institute on September 17.
   T. Commissioner Ulrich attended the Scott County Parks Advisory Commission meeting on September 4.
   U. Commissioner Ulrich met with Ms. Vermillion on September 5.
   V. Commissioner Ulrich attended the FISH Executive Committee meeting on September 5.
   W. Commissioner Ulrich attended a 495 Route event in Savage on September 10.
   X. Commissioner Ulrich attended the Minnesota Inter-County Association (MICA) meeting on September 11.
   Y. Commissioners Ulrich and Wolf attended the Scott County Association for Leadership and Efficiency (SCALE) meeting on September 13.
   Z. Commissioner Ulrich attended the SCALE Regional Training Facility (RTF) Joint Powers Board meeting on September 13.
   AA. Commissioner Weckman Brekke attended the Belle Plaine Town Board meeting on September 3.
   AB. Commissioner Weckman Brekke attended the Helena Town Board meeting on September 5.
   AC. Commissioner Weckman Brekke attended the Heimatfest celebration on September 6.
   AD. Commissioner Weckman Brekke and Ms. Vermillion met with the New Prague Mayor and City Administrator on September 9.
   AE. Commissioner Weckman Brekke met with representatives of Beacon Interfaith about a housing proposal on September 9.
   AF. Commissioner Weckman Brekke met with Ms. Vermillion on September 10.
AG. Commissioner Weckman Brekke noted Dozinky days is this weekend.

AH. Commissioner Weckman Brekke attended the Scott County Historical Society Board meeting on September 11.

AI. Commissioner Weckman Brekke attended the Association of Minnesota Counties (AMC) Policy Conference on September 12 and 13.

AJ. Commissioner Weckman Brekke met with Health & Human Services Director Pam Selvig on September 16.

(11) County Administrator Update:

A. Ms. Vermillion provided an update on the malware event from the previous week. Once the malware was discovered it was contained, and all computers on the first floor were shut down. No private data was compromised. The County’s security consultant installed specific software to clear it. Over 100 computers were wiped clean and re-deployed. She thanked the people who did the work to get those computers ready for use.

Chair Weckman Brekke noted that the Board will be meeting as the Regional Rail Authority following this meeting, and then will meet in a workshop to preview the Strategic Planning Strategies and Tactics and to receive information on the Libraries extended access project.

On a motion by Commissioner Wolf, seconded by Commissioner Beer, the meeting adjourned at 12:23 p.m.

Barb Weckman Brekke
Chair

Lezlie A. Vermillion
County Administrator
Clerk of the Board

Tracy A. Cervenka
Acting Deputy Clerk to the Board
### Background/Justification:

The purpose of this agenda item is to approve an Amendment to the Grant for the receipt of additional funds for the Family Homeless Prevention and Assistance Program (FHPAP) for the biennium period of July 1, 2019 through September 30, 2021.

On May 21, 2019, the County Board authorized Scott County Health and Human Services to join Carver County in participation in the FHPAP for the biennium period of July 1, 2019 through September 30, 2021. The joint application of Scott and Carver Counties was approved in the amount of $468,954. Following the recommendations of Minnesota Housing staff, an additional $171,750 was received, bringing the total award to $640,704.
Scott County has joined Carver County in the application for the FHPAP Grant since 2007. This funding is used to assist single adults and families who are experiencing homelessness or at imminent risk of homelessness. The intent of the FHPAP Grant is to encourage and support innovation through multiple agencies to create a community wide response system to focus on prevention, with the goal to stabilize households in their existing homes, to minimize the length of homelessness, and to prevent repeat episodes of homelessness. While there are no specifically defined target populations this biennium, this funding assists families, unaccompanied youth, veterans, and single adults living with mental illness. The services and assistance the Grant provides include case management and direct support for things like rental and utility assistance, security deposits, and other items aimed at addressing barriers to housing stability. The services are all provided through contracted community service providers. Carver County is the fiscal agent for this Grant, and completes contracting with service providers and completes all financial reports to the State.

**Fiscal Impact:**

There is no cost to Scott County for participation in the Family Homeless Prevention and Assistance Program, and there are no funding or expenses that go through the Scott County budget.
## AGENDA #6.2
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION
MEETING DATE: OCTOBER 1, 2019

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<th>Transportation Services-Fleet</th>
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<td>ORIGINATING DEPARTMENT:</td>
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<tr>
<td>PRESENTER:</td>
<td>Troy Beam</td>
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<td>CONSENT AGENDA:</td>
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<td>ATTACHMENTS:</td>
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<td>PROJECT:</td>
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<td>TIME REQUESTED:</td>
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<td>ACTION REQUESTED:</td>
<td>Adopt Resolution No. 2019-141; Authorizing the County to Advance Order Fleet Equipment in the 2020 Capital Improvement Program</td>
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<tr>
<td>CONTRACT/POLICY/GRANT:</td>
<td>☑ County Attorney Review</td>
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### 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: 

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<td>Deputy Clerk:</td>
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### Background/Justification:

The purpose of this agenda item is to adopt Resolution No. 2019-141; Authorizing the County to Advance Order Fleet Equipment in the 2020 Capital Improvement Program.

The Fleet Improvement Program (FIP) is a documented replacement plan (Plan) from 2019-2032. The Plan is based on industry best practices and maintenance data from our Fleet Management System. These numbers are estimated from year to year to replace and add vehicles and/or equipment to our fleet.
Our vendors have indicated that they anticipate the costs of steel to increase between 8% and 12% in 2020. Therefore, they anticipate the pricing for vehicles, particularly the large vehicles, to be considerably higher than in the current state bid pricing for 2019. In 2020 we have three large vehicles that are in our replacement plan.

They are as follows:
- One snow plow truck budgeted for $261,700
- One front end loader budgeted for $255,000
- One street sweeper budgeted for $244,290

If the vendor’s predictions are correct, our costs would increase between 8% and 12% or an estimated 10% of our budget for these items which would be $79,720.

Therefore, we would like to advance order from the 2019 state bid pricing in an effort to save the projected increase in the 2020 state bid pricing. In order to take advantage of the 2019 pricing, we must order the vehicles on or before October 31, 2019.

The County Board typically approves the next year’s budget in December, and we place our orders once the budget is approved. In this case, we are asking the County Board to allow us to place the order for these three vehicles prior to October 31, 2019 and before the 2020 budget is approved.

If this Resolution is adopted, ordering three large vehicles this year would save the County an estimated $79,720. It will ensure that the Highway Operations Department will have the vehicles and equipment necessary for 2020.

The 2019 Fleet Improvement Program (FIP) has $1,063,143 programmed for 2020 and includes an estimated $760,990 for the purchase of these three large vehicles. Ordering these vehicles in 2019 will save the County an estimated $79,720 and will not require any payments until 2020 as originally planned. This commits the County to an investment of $760,990 prior to Capital Improvement Program adoption in December. Staff is recommending this to realize the savings from these large pieces of equipment.

Fiscal Impact:

None. This will save the County by advance ordering these vehicles in the 2019 period based on information indicating an 8%-12% increase on the 2019 contracts.
RESOLUTION 2019-141; AUTHORIZING THE COUNTY TO ADVANCE ORDER FLEET EQUIPMENT IN THE 2020 CAPITAL IMPROVEMENT PROGRAM

WHEREAS, the Fleet Improvement Program (FIP) is a documented replacement plan from 2019-2032, and these numbers are estimated from year to year to replace and add vehicles and/or equipment to our fleet; and

WHEREAS, our costs would increase between 8% and 12% or an estimated 10% of our budget for these items which would be $79,720.00; and

WHEREAS, the County desires to advance order from the 2019 state bid pricing in an effort to save the projected increase in the 2020 state bid pricing; and

WHEREAS, in order to take advantage of the 2019 pricing, we must order the vehicles on or before October 31, 2019; and

WHEREAS, ordering three large vehicles this year would save the County an estimated $79,720 and will also ensure that Fleet staff will have the vehicles necessary to perform its winter and summer projects planned for 2020.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Scott, Minnesota that the County is authorized to advance order: one snow plow truck, one front end loader, and one street sweeper as programmed in the 2020 fleet replacement plan.

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<th>COMMISSIONERS</th>
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<tr>
<td>Weckman Brekke</td>
<td>□ Yes □ No □ Absent □ Abstain</td>
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<td>Wolf</td>
<td>□ Yes □ No □ Absent □ Abstain</td>
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<td>Beard</td>
<td>□ Yes □ No □ Absent □ Abstain</td>
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<td>Beer</td>
<td>□ Yes □ No □ Absent □ Abstain</td>
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<td>Ulrich</td>
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State of Minnesota)
County of Scott     )
I, Lezlie A. 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 1st day of October, 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 1st day of October, 2019.

________________________________________
County Administrator

________________________________________
Administrator's Designee
**AGENDA #6.3**  
**SCOTT COUNTY, MINNESOTA**  
**REQUEST FOR BOARD ACTION**  
**MEETING DATE: OCTOBER 1, 2019**

| ORIGINATING DIVISION: | Transportation Services  
| ORIGINATING DEPARTMENT: | Highway Department  
| CONSENT AGENDA: | ☑ Yes ☐ No  
| PRESENTER: | Lisa J. Freese—8363  
| ATTACHMENTS: | ☑ Yes ☐ No  
| PROJECT: | CP 42-19  
| TIME REQUESTED: | N/A  
| ACTION REQUESTED: | Approve Estimate of Just Compensation by Market Value Appraisals for Right-of-Way for the Reconstruction of County Highway 42 Located in the City of Shakopee and the City of Prior Lake  
| CONTRACT/POLICY/GRANT: | ☐ County Attorney Review  
| | ☐ Risk Management Review  
| FISCAL: | ☐ Finance Review  
| | ☐ 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  
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**Background/Justification:**  
The purpose of this agenda item is to approve estimate of just compensation by market value appraisals for right-of-way for the reconstruction of County Highway (CH) 42 located in the City of Shakopee and the City of Prior Lake.

The County is the lead agency for the CH 42 reconstruction project in coordination with its partners being the City of Prior Lake, the City of Shakopee and the Shakopee, Mdewakanton Sioux Community (SMSC). The project is for designing a highway improvement project to reconstruct the segment of CH 42 between CH 17 and CH 83.
This project is an expansion project reconstructing this segment of CH 42, from a rural 2-lane highway to a divided 4-lane highway. This project will complete the last remaining gap in the 4-lane arterial system on CH 42. Major features in the project are a divided 4-lane highway with opposing travel lanes separated by a median and turn lanes at intersecting public roadways. There will also be pedestrian and bicycle path accommodations and storm water management system improvements including construction of several areas of storm water ponds.

Partial acquisitions are required for the project on eighteen properties of which five parcels are in private ownership and thirteen parcels are owned by SMSC. The County assigned Patchin Messner Valuation Counselors, which is an independent fee appraisal firm under contract by the Transportation Services Division, to complete appraisals to determine the market value for estimates of just compensation. The appraisals are required for compliance with applicable laws and regulations and are the basis for the approval to present written offers with the estimates of just compensation.

The detailed information on these properties has been provided to the Board in a separate confidential memo for compliance with the requirements of the Minnesota State Statutes. The appraisal reports are available for Board review upon request to the Transportation Services Office.

This project is in the Transportation Improvement Program (TIP) 2019-2028 for 2020 construction and funds programmed for right of way in 2019-2021 sufficient to cover the estimated compensation.

Fiscal Impact:
None
The purpose of this agenda item is to approve estimate of just compensation by market value appraisals for new right-of-way for the reconstruction of County Highway (CH) 27 from CH 21 to CH 44 in Credit River Township.

The purpose of the project on CH 27 (CP 27-16) between CH 21 and CH 44 is to improve safety and mobility. The project is an expansion project to reconstruct 1.8 miles of CH 27 from a two-lane rural roadway into a four-lane divided urban roadway with turn lanes, center median, paved shoulders, and multi-use trails on both sides of the roadway. The project includes closing intersections for five local roads which create operational
and safety issues on CH 27 in order to improve access spacing for its functional classification as a Minor Arterial Highway. The five closed intersections involve relocating two intersections to connect opposite existing or future full intersections; either constructing cul-de-sacs or a loop connection road between two adjoining intersecting local roads, which has access via other local roads; and closing one local road intersection, which has access via other local roads.

The project also includes curb and gutter, storm sewer, and storm water management system. The storm water will be routed to four infiltration areas and two wet detention basins for treatment. Cleary Lake Regional Park, a park administered by Three Rivers Park District, is impacted due to the widening of CH 27 at the CH 21 intersection. This will require property acquisition and the relocation of a trail. The realigned park trail and the proposed trails along CH 27 will accommodate a future County regional trail connection to Murphy-Hanrahan Regional Park. Mitigation for the park impacts will need to be provided as part of this project and agreed to by Three Rivers Park District and the Metropolitan Council at a later point in time.

This agenda item is for 38 partial acquisitions. Just compensation was previously approved for two properties at the October 16, 2018 County Board meeting and one property at the September 3, 2019 County Board meeting to accommodate property owners' request to advance acquisition. Market value appraisals on the 38 parcels have been completed by Patchin Messner Valuation Counselors (PM) for partial takings of right-of-way needs. A market value appraisal has been completed by PM and a minimum compensation study has been completed by Henning Professional Services for a total taking of a rural residential property.

This project is in the 2018-2027 Transportation Improvement Program (TIP) for with right-of-way acquisition funds programmed for 2019-2020 sufficient to cover the estimated compensation. Construction is programmed to start in late 2021 and will be a two year project.

**Fiscal Impact:**

None
**AGENDA #6.5**
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION
MEETING DATE: OCTOBER 1, 2019

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<tr>
<th>ORIGINATING DIVISION:</th>
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<td>PROJECT:</td>
<td>Maggie Lane Farm</td>
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<td>TIME REQUESTED:</td>
<td>NA</td>
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<tr>
<td>ACTION REQUESTED:</td>
<td>Approve the Request for Preliminary Plat and Final Plat of Maggie Lane Farm (Clarence Van Zee, Applicant and Van Zee Living Trust, Property Owner) Consisting of 3 Lots on 51.33 Acres in Section 27 of Credit River Township</td>
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<tr>
<td>CONTRACT/POLICY/GRANT:</td>
<td>County Attorney Review</td>
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<tr>
<td>FISCAL:</td>
<td>Finance Review</td>
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**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:**

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**Background/Justification:**
The purpose of this agenda item is to approve the request for preliminary plat and final plat of Maggie Lane Farm (Clarence Van Zee, applicant and Van Zee Living Trust, property owner) consisting of 3 lots on 51.33 acres in Section 27 of Credit River Township.

This action was recommended by the Scott County Planning Advisory Commission on August 12, 2019 in accordance with Chapters 2 and 42 of the Scott County Zoning Ordinance No. 3 based on the criteria for approval listed below.

**Fiscal Impact:** None
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION

Clarence Van Zee, Applicant and Van Zee Living Trust, Property Owner

Preliminary Plat and Final Plat of Maggie Lane Farm

Conditions of Approval:

1. A driveway easement for Lot 2 over Lot 1 shall be recorded at the time of plat recording.

Criteria for Approval:

1. Adequate Drainage – the proposed plat meets all storm water drainage requirements as identified in Chapter 6 of the zoning ordinance.

2. Adequate Potable Water Supply – the proposed plat, utilizing individual wells, meets the requirements of the zoning and subdivision ordinances.

3. Adequate Roads or Highways to Serve the Subdivision – the proposed lots have frontage and driveway access to Credit River Boulevard, a paved County Road.

4. Adequate Waste Disposal Systems – the proposed lots meet all requirements of the individual sewage treatment system ordinance.

5. Consistency with the Comprehensive Plan – the proposed plat conforms to the goals and policies contained in the 2030 Comprehensive Plan for the development in the Rural Residential Growth Staged Area.

6. Public Service Capacity – the proposed development does not adversely impact the public service capacity of local service providers as it is adding one additional lot.

7. Consistency with the Minnesota Environmental Quality Board’s Policies - the proposal does not require any environmental review and is therefore consistent with the policies of the Minnesota Environmental Quality Board.

8. Consistency with Capital Improvement Plans – the proposed plat is not requiring any county funded road improvements; therefore it is consistent with the County’s capital improvement plan.

And noting that Credit Township recommended approval of the request at their August 2019 monthly meeting.
MEMORANDUM

TO: Planning and Zoning Department

FROM: Craig Jenson, Transportation Planner

DATE: July 15, 2019

SUBJECT: Preliminary Plat – Maggie Lane

We have reviewed the plat as it relates to Highway Department issues and offer the following comments:

♦ Lot 1 and Lot 2 are required to share one access to CH 68. The shared driveway for Lot 1 and Lot 2 shall require a County access permit. A driveway easement for Lot 2 over Lot 1 shall be required to be recorded at the time of plat recording as a condition of plat approval. There was no information on a driveway easement submitted with the plat information.

♦ The minimum right of way dedication for all three lots on CH 68 shall be 60’ feet from centerline. It is not clear what the dedication from centerline is. Lot 3 doesn’t appear to show any right-of-way dedication.

♦ No ponding, berming, signage or landscaping shall be permitted in the County right-of-way.

Please contact me if you have any questions or need additional information.
Background/Justification:
The purpose of this request is to authorize staff to issue a Solid Waste License to Lloyd’s Construction Services, Inc. at 6528 County Road 101 E in Shakopee, MN 55379.

Lloyd’s Construction Services, Inc. has applied for a Solid Waste Facility License in order to accept, store, sort, process, and transfer solid waste. The County’s Solid Waste Ordinance No. 2 requires that any solid waste facility, which includes transfer stations and processing facilities, must be licensed by the County Board before...
operation may commence. According to Lloyd’s Solid Waste License Application for a Solid Waste Transfer Station of Demolition and Construction Debris, email correspondence between Environmental staff and Lloyd’s personnel, and as indicated on their DRAFT Minnesota Pollution Control Agency (MPCA) Solid Waste Facility Permit, unprocessed construction and demolition debris on site shall not exceed 200 tons per day, unprocessed concrete is not to exceed 100,000 tons on site per day, and recyclables are not to exceed 75 tons per day. This includes, but is not limited to, scrap metal, tires, appliances/white goods, electronic waste, source separated organics (SSOM) and shingles.

Staff recommends approval of this License and recommends a Bond or Letter of Credit in the amount of $50,000 to cover the removal and proper disposal of all permitted and licensed solid waste for this facility and a Bond or Letter of Credit in the amount of $75,000 to cover the mobilization of crushing equipment and crushing and processing of all permitted and licensed unprocessed concrete left on site.

The Facility License will not be issued until the required fees have been paid and the required insurance and financial assurance documents have been received and approved by the Environmental Services Department and Risk Management. Pending receipt of these documents and approval by the County Board, staff will issue the Solid Waste License for Lloyd’s Construction Services, Inc. for the 101 Transfer Facility for the appropriate licensing periods.

The proposed license conditions are attached.

**Fiscal Impact:**

None
SCOTT COUNTY SOLID WASTE LICENSE CONDITIONS
LLOYD’S CONSTRUCTION SERVICES, INC
101 TRANSFER FACILITY
6528 COUNTY ROAD 101 E SHAKOPEE, MN 55379

1. This license is subject to any conditions set by the City of Shakopee as part of their CUP and/or business license and any applicable City Ordinances. In addition, all conditions and requirements of the Minnesota Pollution Control Agency (MPCA) permit(s) shall apply equally to this license.

2. Wastes handled at this facility shall be limited to construction debris, as defined in Minnesota Statute Chapter 115A, as amended. Any wastes not meeting this definition shall be removed from the facility immediately and brought to a licensed facility authorized to accept the waste.

3. All unacceptable wastes shall be managed in accordance with applicable Minnesota Statutes, Rules and County Ordinances. If hazardous waste is detected in a load prior to dumping, the load may be returned and a discrepancy report submitted. If a load has been dumped at the facility and hazardous waste is found, all hazardous waste shall be removed to an approved storage area and managed in accordance with the Scott County Hazardous Waste Management Ordinance No. 12.

4. If appliances or tires are stored at the facility, the total number of tires or appliances stored shall not exceed 25. Appliances shall be removed from the facility only by an appliance recycler licensed by Scott County. All tires shall be disposed of at a licensed facility authorized to accept tires.

5. Used oil, waste batteries and other hazardous wastes collected and generated during the operation of the transfer station and related activities shall be managed strictly in accordance with Scott County’s Hazardous Waste Management Ordinance No. 12.

6. Access to the premises shall be controlled by the owner/licensee in a manner intended to limit unauthorized entry to the premises. The owner/licensee shall be responsible for removal and proper disposal of all unacceptable wastes.

7. Exterior storage of any solid waste is prohibited at this location. Any nuisance conditions, as determined by the Scott County Public Health Officer, due to the outside storage of untreated lumber shall be abated immediately.

8. Lloyd’s Construction Service shall obtain a Bond or Letter of Credit in accordance with the adopted fee schedule.

9. A copy of Lloyd’s Construction Service’s Annual Report to the MPCA shall be submitted to this Office on or before January 31, of each year.

10. No more than 20,000 tons of concrete can be stored on site at any time. Once this amount is reached, the concrete must be crushed or removed from the site.

11. All concrete rubble shall be stored at least five feet above the water table.

12. Surface water shall be diverted from the concrete storage piles, and any drainage water from the storage piles shall be retained on the licensee’s property.

13. Applicant must pay an annual license fee in accordance with the adopted Fee schedule.
### AGENDA #6.7
**SCOTT COUNTY, MINNESOTA**  
**REQUEST FOR BOARD ACTION**  
**MEETING DATE: OCTOBER 1, 2019**

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<tr>
<th>ORIGINATING DIVISION:</th>
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<tr>
<td>ACTION REQUESTED:</td>
<td>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</td>
</tr>
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</table>

| CONTRACT/POLICY/GRANT: | [ ] County Attorney Review  [ ] Risk Management Review |
| FISCAL: | [ ] Finance Review  [ ] 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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<th>COUNTY ADMINISTRATOR SIGNATURE:</th>
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**DISTRIBUTION/FILING INSTRUCTIONS:**

- [ ] Approved: 
- [ ] Denied: 
- [ ] Tabled: 
- [ ] Other: Monica Siegle, Employee Relations

**Deputy Clerk:**

**Date:**

### Background/Justification:

1. FT Probationary employment for Sarah Mickelsen, Therapist, Health and Human Services Division, effective 09/16/19.

2. FT Probationary employment for Gina Young, Therapist, Health and Human Services Division, effective 09/23/19.
3. PT (50% FTE) Probationary employment for Mousumi Elvin, Library Associate, Administration Division, effective 09/30/19.

4. Voluntary reduction in employment for Craig Fangmeier, FT Facility Probation Officer to FT Probationary Assistant Probation Officer, Health and Human Services Division, effective 09/30/19.

**Fiscal Impact:** N/A
### Background/Justification:
The purpose of this agenda item is to adopt Resolution No. 2019-143; Proclaiming October 7-11, 2019 as Customer Service Week, and Presentation of the 2019 Second Quarter Spirit of Scott Awards.

Scott County annually celebrates Customer Service Week and presents quarterly Spirit of Scott Awards (a year-round recognition program) to those Scott County employees who have gone above and beyond in the area of excellence in customer service.
**Customer Service Week** is a national event devoted to recognizing the importance of customer service and to honor the people who serve and support customers with the highest degree of care and professionalism. In 1992, the U.S. Congress proclaimed Customer Service Week a nationally recognized event, celebrated annually during the first full week in October.

The Scott County Board of Commissioners wishes to recognize the importance of customer service and honor their employees for delivering excellent internal and external customer service. A government built on customer service understands and anticipates the customers’ needs. It designs its services to meet those needs and performs to customer expectations. It then delivers services in a convenient manner, at a fair cost, as scheduled, and follows up as necessary to satisfy the customer.

Scott County benefits both financially and quantitatively from the focus on customer service. Through policies and procedures and with simple courtesy, employees contribute to ensuring both customer and employee satisfaction.

**Spirit of Scott** nominations are reviewed by the Spirit of Scott Committee and the recipients are chosen based on established guidelines. These guidelines are:

- Employees who consistently perform outside of their job scope to promote team spirit.
- Producing work that is high quality and/or beyond required job duties.
- Providing exceptional assistance to other employees and/or citizens.
- Excellence in providing service which responds to customer needs and which exemplifies the County's mission. Customers include internal and external individuals or groups.
- Displays innovation and creativity in delivering products and services.
- Exhibits a strong commitment to treat all citizens/staff with respect and dignity while providing them with services or information.
- Maintains a positive attitude in the face of difficult situations.
- Adapts positively to change.
- Promotes leadership abilities of co-workers to aid others in reaching their potential.

For Quarter 2, 2019 we are recognizing the following Scott County employees:

- Craig Jenson and Nathan Abney – Transportation Program Delivery
- Dustin Kruger – Facilities Management
- Julie Hansen – Property and Customer Service

**Craig Jenson & Nathan Abney – nominated by Pam Selvig**
Pam wants to thank Craig and Nathan for all of their work submitting six capital bond requests for the County. This is a great example of breaking down the silos of County Government and working together. Not only did Craig and Nathan enter the applications for transportation but they also did one for the libraries, one for health and human services, and one for the parks. They entered and successfully uploaded all the applications in the State Management and Budget portal. This was no small task! It truly was the most efficient way to get this work done. Pam so appreciates all of their help. Thank you both!

**Dustin Kruger – nominated by Lezlie Vermillion**
Dustin went above and beyond in dealing with a resident who had a long family history with the Conference Center. He coordinated with the contractor and resident to provide access to the building pre-demolition to remove wrought iron and door handles as well as timing for the demolition so it could be videoed. Dustin went above and beyond with this family and it was very much appreciated as it was a very emotional issue for them. It is just one example of his communication – he has done a fantastic job of communicating with staff on changes and staying ahead of the communication curve on the building project. Nice job.
Julie Hansen– nominated by Lezlie Vermillion

Lezlie received a phone call from a very upset gentleman who was frustrated over not being able to get his driver’s license. Mr. P, we will call him, was not very pleasant. Not knowing how to resolve the issue, Lezlie contacted her go to person, Julie, who took the call during her lunch and told Mr. P she would get back to him within an hour once she could get back to the office. Julie contacted the State and found out Mr. P would need more assistance. He asked her to contact his eye doctor and Julie, going above and beyond, did. Mr. P has a new test and claims he passes - yet the doctor now does not follow through and once again Julie has to call the doctor to get it straightened out. Once the test is Ok’d and the forms filed - the State advises it will be over 6 weeks. At this point Mr. P is becoming belligerent and Julie calls the State, talks about how long the process has been and explains the snafus, and they have it issued that afternoon. Julie went above and beyond to provide customer service on a confusing issue the County had no control over and saw the deal through. Nice work - Julie.

Fiscal Impact:
None
RESOLUTION NO. 2019-143; PROCLAIMING OCTOBER 7-11, 2019 AS CUSTOMER SERVICE WEEK

WHEREAS, in 2005, the Scott County Board of Commissioners adopted a goal to establish a customer service initiative under the strategy, “Provide a Supportive Organizational Culture Which Enhances the County Mission”; and

WHEREAS, Scott County employees strive for excellence in customer service and help each other deliver quality public services and customer satisfaction; and

WHEREAS, this level of service contributes to the success of County initiatives and benefits the Scott County citizens each and every year; and

WHEREAS, it is both fitting and proper to recognize our dedicated employees, who have amply demonstrated their commitment to the delivery of County services and to advance safe, healthy, and livable communities through citizen-focused services.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Scott, Minnesota, that the week of October 7-11, 2019 be proclaimed Customer Service Week in Scott County.

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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 1st day of October, 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 1st day of October, 2019.

______________________________________________
County Administrator

______________________________________________
Administrator's Designee
Background/Justification:
The purpose of this request is to approve Agreements with Keefe Group to provide correctional services.

Earlier this year, the Sheriff’s Office published a Request for Proposals (RFP) soliciting a variety of correctional services, including commissary, food, laundry, inmate telephone, video visitation, and an Electronic Medical Record (EMR) system. Grouping these services was a unique and different approach compared to historical practices; however, with many of the current contracts approaching expiration within a narrow timeframe and many vendors now offering multiple services as a “one-stop” shop, we anticipated functional and financial benefits with this structure. Not to eliminate single-service vendors, we accepted individual and/or bundled service proposals.
In June, proposals were received from eight vendors, each providing solutions for 1-3 services. We formed three evaluation teams, comprised of Jail management, Sheriff’s Office subject matter experts (SMEs), Information Technology staff, and staff from other County departments. After initial scoring, demos, and discussions, three vendors were selected to provide services. While the evaluation process itself produced these three front runners in their respective services, these vendors also happen to be a part of the same parent company, Keefe Group. The “sister-companies” selected are as follows:

1. Trinity Service Group – Food and Laundry Service
2. IC Solutions – Inmate Phone and Video Visitation
3. Keefe Commissary – Commissary (includes Accounting Software)

At the conclusion of the evaluation period, we also made the decision to formally cancel the EMR portion of the RFP. We received just one individual new proposal in addition to our current vendor’s offer to continue as-is paying annual maintenance. The Jail medical staff has expressed several concerns with the current system, as well as the quality of support. Upon consultation with the County Procurement Office, we decided that moving forward with just these two options was not effective. Instead, we will invite 2-3 additional EMR providers in for demos, and consider them as well as the one vendor who did submit a proposal, in a new process separate from this RFP.

The selected providers will all be new to the Scott County Jail. Each of them was forecasted as the most financially beneficial options in their respective services, and deemed equal to or more functional than the competitors. We are targeting an early November transition for food and laundry service, and an early February transition for the technical services of inmate phone, video visitation, and commissary.

While fiscal impacts are noted below, we do want to highlight some functional changes and benefits of each new service as well.

**Food and Laundry Service:**
For a reasonable cost, we are able to eliminate inmate workers from kitchen and laundry duties. Due to the quick turnover of our inmates and eligibility screening, we have struggled significantly in the past few years providing consistent support of inmate workers to the provider. We anticipate improvements in service; less wear and tear on equipment, clothing, and linens; and more efficient use of laundry chemicals and utilities with this change. The provider has also proposed a bonus food option, available to inmates for purchase in addition to regular meals that the County will receive a commission on.

**Inmate Phone and Video Visitation:**
IC Solutions has proposed a simple and competitive fee structure for inmate calling, with lucrative commission returns to the County. Their system is user-friendly, offering unique and effective investigative tools when needed. The on-site video visitation system will be greatly reduced from 14 public visiting booths to just four, as we implement skype-like remote video visitation. With friends and families now able to visit remotely, based on their experience, the vendor has predicted we will experience a reduction in foot traffic within the Jail lobby of up to 80%. Visits can be scheduled with no staff involvement during approximately 10 hours each day, compared to the 8.5 hours we currently staff each week.

**Commissary:**
We will return to utilizing vending machines within the housing units, giving inmates constant access to commissary. Brown-bag deliveries will continue twice a week for hygiene product purchases. Keefe Group also owns and operates a supply company which allows them to provide us with a greater selection of items at reduced pricing. The commissary operation will be overseen by a full-time on-site Keefe employee, a substantial benefit to their service as this will allow our correctional staff to focus on their primary responsibilities and not commissary issues. Finally, Keefe was the only vendor to offer no service charge on cash and credit card deposits made at the kiosk in the Jail lobby. Particularly with credit cards, this is a rare convenience for the public.
Based on the information provided above, we are seeking approval upon final consent from the County Attorney’s office, of contracts with the three sister-companies of Keefe Group: Trinity Service Group, IC Solutions, and Keefe Commissary. We are eager to engage in this business relationship with one central parent company, expecting a greater level of support and commitment to excellence in all services.

**Fiscal Impact:**

The 5-year food and laundry contract with Trinity Service Group is estimated at a cost of $446,000 ($411,000 Jail and $35,000 Juvenile Alternative Facility (JAF)), suggesting a $79,000 total increase to the Jail and JAF budgets.

The 5-year inmate phone and video visitation contract is estimated at revenues of $353,000, suggesting a $35,000 increase in revenue to the Jail budget.

The 5-year commissary contract with Keefe Commissary is estimated at revenues of $297,500, suggesting a $10,000 increase in revenue to the Jail budget.

In summary, this results in a suggested operational expense increase of $34,000. With the majority of these changes occurring early next year, the food and laundry service costs will be absorbed in the Sheriff’s existing 2019 budget. The additional funding estimated under the new contract will be monitored for the 2020 budget, but funding has been identified within the budget to cover the increase $34,000 estimated impact.

Finally, it is important to note that each of the services discussed contain financial projections only as they are heavily dictated by inmate population and length of stay. Therefore, we will continue to monitor trends and forecast as effectively as possible during the annual budgeting process.