

October 13, 2020

STATE OF MINNESOTA )  
COUNTY OF DAKOTA )  
OFFICE OF COUNTY BOARD )

**Call To Order And Roll Call**

Commissioner Mike Slavik  
Commissioner Kathleen A. Gaylord  
Commissioner Thomas A. Egan  
Commissioner Joe Atkins  
Commissioner Liz Workman  
Commissioner Mary Liz Holberg  
Commissioner Chris Gerlach

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

Due to the local state of emergency and social distancing, Commissioners participated in this meeting in a hybrid manner, via both virtual and in-person. The Board meeting was conducted under Minn. Stat. § 13D.021. Video and audio of this County Board meeting are available on the Dakota County website.

**Pledge Of Allegiance**

The meeting was called to order at 9:00 a.m. by Chair Mike Slavik who welcomed everyone and opened the meeting with the Pledge of Allegiance.

**Audience**

Chair Slavik noted that all public comments can be sent to [CountyAdmin@co.dakota.mn.us](mailto:CountyAdmin@co.dakota.mn.us)  
No comments were received.

**20-495**

**Approval Of Agenda (Additions/Corrections/Deletions)**

Motion: Thomas A. Egan

Second: Mary Liz Holberg

On a motion by Commissioner Thomas A. Egan, seconded by Commissioner Mary Liz Holberg, the agenda was unanimously approved.

**CONSENT AGENDA**

Motion: Liz Workman

Second: Joe Atkins

On a motion by Commissioner Liz Workman, seconded by Commissioner Joe Atkins, the consent agenda was unanimously approved as follows:

**Community Services**

**20-496**

**Authorization To Purchase Saliva Test Kits And COVID-19 Related Costs For Vaccination Clinic Planning And Administration, Amend 2020 Non-Departmental Budget And Amend 2020 Public Health Budget**

WHEREAS, the Dakota County Board of Commissioners, acting as the Dakota County Community Board, has responsibility to support efforts to prevent disease and disability, and to promote and protect the health and safety of County residents; and

October 13, 2020

WHEREAS, vaccination planning and administration is a primary responsibility of the public health department during this pandemic; and

WHEREAS, staff is planning to host several different types of clinics in order to meet the needs of the COVID-19 vaccination plan; and

WHEREAS, planning and coordinating mass vaccination clinics requires registration software, additional computers/iPads and clinic supplies; and

WHEREAS, a trailer and truck to haul the trailer is requested to reach at risk populations and those residents who are unable to attend large clinics due to their health as well as transportation and access issues; and

WHEREAS, Public Health has met with Fleet Management staff to discuss purchasing, and insurance for the trailer and truck; and

WHEREAS, ongoing testing is critical to track the virus and minimize exposure; and

WHEREAS, Public Health requests the purchase of a cache of saliva test kits that could be given to schools, public health or mission critical staff; and

WHEREAS, the County Board has determined that the purchase of saliva test kits, and COVID-19 related costs for vaccination clinic planning and administration, including a trailer and truck, are a necessary and a reasonable response to the COVID-19 pandemic, therefore eligible for use of CARES Act funds.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the purchase of saliva test kits, and COVID-19 related costs for Vaccination Clinic Planning and Administration including a trailer and truck; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby amends the 2020 Non-Departmental budget as follows:

<b>Expense</b>	
CARES Act	<u>(\$196,250)</u>
<b>Total Expense</b>	<b>(\$196,250)</b>

<b>Revenue</b>	
CARES Act	<u>(\$196,250)</u>
<b>Total Revenue</b>	<b>(\$196,250)</b>

; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby amends the 2020 Public Health budget as follows:

<b>Expense</b>	
CARES Act	<u>\$196,250</u>
<b>Total Expense</b>	<b>\$196,250</b>

<b>Revenue</b>	
CARES Act	<u>\$196,250</u>
<b>Total Revenue</b>	<b>\$196,250</b>

; and

BE IT FURTHER RESOLVED, That this effort will end immediately in the event that sufficient funds from county, state, or federal sources are no longer available to continue this effort.

October 13, 2020

**20-497**

**Authorization To Procure Virtual Job Platform, Amend 2020 Non-Departmental Budget And Amend 2020 Employment And Economic Assistance Budget**

WHEREAS, due to the COVID-19 pandemic, all in-person hiring events at both CareerForce locations in Dakota County have been and will be cancelled for the foreseeable future; and

WHEREAS, such events provided opportunities for job seekers to connect with prospective local employers and gave employers access to a large, diverse number of candidates; and

WHEREAS, despite the impacts of the pandemic, many area employers are still hiring and reporting challenges finding applicants; and

WHEREAS, employers are seeking alternative ways to conduct outreach and connect with job seekers to exchange information about careers within their organizations; and

WHEREAS, in a survey sent out to local employers in July 2020, 87 percent of respondents favored participating in virtual career fair events; and

WHEREAS, a virtual career fair platform would provide a no-cost approach for job seekers and employers to engage with each other; and

WHEREAS, staff recommends authorization to procure a virtual career fair platform in an amount not to exceed \$54,000; and

WHEREAS, the County Board has determined that this expenditure is a necessary and a reasonable response to the COVID-19 pandemic, therefore eligible for use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funds.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to purchase a virtual career fair platform in an amount not to exceed \$54,000; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes an amendment to the 2020 Non-Departmental budget as follows:

<b>Expense</b>	
CARES Act Expense	<u>(\$54,000)</u>
<b>Total Expense</b>	<b>(\$54,000)</b>

<b>Revenue</b>	
CARES Act	<u>(\$54,000)</u>
<b>Total Revenue</b>	<b>(\$54,000)</b>

; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes an amendment to the 2020 Employment and Economic Assistance budget as follows:

<b>Expense</b>	
CARES Act Expense	<u>\$54,000</u>
<b>Total Expense</b>	<b>\$54,000</b>

<b>Revenue</b>	
CARES Act	<u>\$54,000</u>
<b>Total Revenue</b>	<b>\$54,000</b>

; and

BE IT FURTHER RESOLVED, That this program will end immediately if sufficient funds from county, state, or federal sources are no longer available to continue this program.

October 13, 2020

**20-498**

**Authorization To Expand Covered Services For Temporary Child Care Assistance Program**

WHEREAS, by Resolution No. 20-384 (August 18, 2020), Dakota County Board of Commissioners authorized implementation of a Temporary Child Care Assistance Program using Coronavirus Aid, Relief, and Economic Security (CARES) Act funds in an amount not to exceed \$1,000,000 for the period of September 1, 2020 through December 1, 2020; and

WHEREAS, staff is fully utilizing all child care subsidy programs and the CARES Act funding to provide temporary child care assistance for families until the families can be removed from the waitlist queue for the Basic Sliding Fee (BSF) program, as well as providing funding to resolve past due child care bills that impact the families' current ability to obtain or retain child care; and

WHEREAS, staff requests authorization to expand covered service to cover any projected overspending of the BSF budget; and

WHEREAS, currently Dakota County is projected to overspend by approximately \$309,000; and

WHEREAS, expansion of covered services will not require additional funds to be allocated to the Temporary Child Care Assistance Program; and

WHEREAS, the County Board has determined that these child care costs are a necessary and reasonable response to the COVID-19 pandemic, therefore eligible for use of CARES Act funds.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes expanding covered expenses to include any projected overspending of the Basic Sliding Fee budget; and

BE IT FURTHER RESOLVED, That this program will end immediately in the event that sufficient funding from county, state or federal sources are no longer available to continue the program.

**20-499**

**Authorization To Expand Non-Profit Financial Assistance To Include Dakota County Historical Society, Inc., And Dakota County Agricultural Society, Inc.**

WHEREAS, non-profit organizations throughout Dakota County have experienced significant financial challenges due to the COVID-19 pandemic; and

WHEREAS, social distancing requirements during the pandemic have required many non-profit organizations to invest in additional technology, personal protective equipment (PPE), and other unexpected business expenses to continue serving the public; and

WHEREAS, by Resolution No. 20-390 (August 18, 2020), the Dakota County Board of Commissioners authorized the Community Services Director to implement a non-profit financial assistance program; and

WHEREAS, the Dakota County Historical Society, Inc., and the Dakota County Agricultural Society, Inc., serve an important role within the County; and

WHEREAS, distributing a portion of Dakota County's Coronavirus Aid, Relief, and Economic Security (CARES) Act funding allocation to non-profit organizations and expanding that to include the Dakota County Historical Society, Inc., and the Dakota County Agricultural Society, Inc., to support the financial viability of these organizations which is critical to ensuring Dakota County remains a "Great Place to Live"; and

WHEREAS, as a result of additional discussion with the Dakota County Board of Commissioners, it is recommended the program be expanded to include the Dakota County Historical Society, Inc., and the Dakota County Agricultural Society, Inc.; and

WHEREAS, to be eligible, the Dakota County Historical Society, Inc., and the Dakota County Agricultural Society, Inc., must meet the following criteria:

October 13, 2020

- Have a permanent physical location in Dakota County
- Have incurred additional expenses due to COVID-19 that were not budgeted as of March 1, 2020
- Have operating expenses, rent / mortgage payments, utilities, payments to suppliers, other critical non-payroll expenses not covered due to COVID-19 related financial hardship
- Be in good standing with the Minnesota Secretary of State, Minnesota Department of Revenue, and Dakota County as of March 1, 2020

; and

WHEREAS, organizations that have applied for and/or were awarded any COVID-related federal funding, such as the Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program (PPP) are eligible for this program; and

WHEREAS, staff recommends expanding the Non-profit Financial Assistance Program to include the Dakota County Historical Society, Inc., and the Dakota County Agricultural Society, Inc., and increasing the relief amount from up to \$10,000 to up to \$50,000 each, with the maximum reimbursement amount remaining at up to \$10,000 for all other applicants; and

WHEREAS, the County Board has determined that the Non-profit Financial Assistance Program costs are necessary and a reasonable response to the COVID-19 pandemic, therefore eligible for use of CARES Act funds.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to expand the Non-profit Financial Assistance Program in Dakota County to include the Dakota County Historical Society, Inc., and the Dakota County Agricultural Society, Inc., in an amount not to exceed \$50,000 each; and

BE IT FURTHER RESOLVED, That this program will end immediately in the event that sufficient funds from county, state, or federal sources are no longer available to continue this program.

### **Operations, Management And Budget**

#### **20-500**

#### **Authorization To Purchase Ergonomic Equipment For Employees Working Remotely During COVID-19, Amend 2020 Non-Departmental Budget And Amend 2020 Office Of Risk Management Budget**

WHEREAS, Dakota County has a need protect the health and safety of staff and to minimize the potential for staff ergonomic injuries that may result from extended teleworking arrangements that were implemented as a result of the COVID-19 pandemic and the need to social distance during the pandemic; and

WHEREAS, Dakota County has identified ergonomic equipment and an e-learning course that will help support staff as they telework and will deploy the equipment and training to those staff that require support to make their telework space more ergonomically correct; and

WHEREAS, the estimated costs for this equipment is \$160,000; and

WHEREAS, the County Board has determined that support of ergonomic equipment needs and the training of staff working remotely is a necessary and a reasonable response to the COVID-19 pandemic, therefore eligible for use of CARES Act funds.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Operations, Management and Budget Director to approve the purchase of ergonomic equipment and training to support remote telework by staff; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes an amendment to the 2020 Non-Departmental budget as follows:

<b>Expense</b>	
CARES Act	<u>(\$160,000)</u>
<b>Total Expense</b>	<b>(\$160,000)</b>

October 13, 2020

<b>Revenue</b>	
CARES Act	<u>(\$160,000)</u>
<b>Total Revenue</b>	<b>(\$160,000)</b>

; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes an amendment to the 2020 Office of Risk Management budget as follows:

<b>Expense</b>	
CARES Act	<u>\$160,000</u>
<b>Total Revenue</b>	<b>\$160,000</b>

<b>Revenue</b>	
CARES Act	<u>\$160,000</u>
<b>Total Revenue</b>	<b>\$160,000</b>

**20-501**

**Authorization To Execute Agreement With Tierney Brothers Inc. For COVID-19 Response, Amend 2020 Non-Departmental Budget And Amend 2020 Information Technology Budget**

WHEREAS, Dakota County has a need to provide safe and efficient service to the public in County building atriums; and

WHEREAS, Dakota County has identified virtual receptionist hardware and software to deliver that service; and

WHEREAS, the estimated costs for this hardware and software is \$150,000; and

WHEREAS, \$20,000 has previously been approved; and

WHEREAS, the County Board had determined that support of virtual receptionist and visitor teleconferencing equipment and services is a necessary and reasonable expense to the COVID-19 pandemic, therefore eligible for use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funds.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Operations, Management and Budget Director to execute agreement with Tierney Brothers Inc. to purchase virtual receptionist and visitor videoconferencing equipment and services to assist visitors to quickly and safely access services in Dakota County buildings by staff; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes an amendment to the 2020 Non-Departmental budget as follows:

<b>Expense</b>	
CARES Act	<u>(\$130,000)</u>
<b>Total Expense</b>	<b>(\$130,000)</b>

<b>Revenue</b>	
CARES Act	<u>(\$130,000)</u>
<b>Total Revenue</b>	<b>(\$130,000)</b>

; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes an amendment to the 2020 Information Technology budget as follows:

<b>Expense</b>	
CARES Act	<u>\$130,000</u>
<b>Total Expense</b>	<b>\$130,000</b>

**Revenue**

October 13, 2020

CARES Act	<u>\$130,000</u>
<b>Total Revenue</b>	<b>\$130,000</b>

**Public Services And Revenue**

**20-502**

**Authorization To Expand Library Digital Access Kits Project, Amend Non-Departmental Budget And Amend 2020 Library Budget**

WHEREAS, up to 15 percent County residents lack reliable access to the internet; and

WHEREAS, the Coronavirus pandemic has made internet access critical; and

WHEREAS, the County has received Coronavirus Aid, Relief and Economic Security (CARES) Act funding; and

WHEREAS, the County Board has determined that the digital access kit project costs are a necessary and reasonable response to the COVID-19 pandemic, therefore eligible for use of CARES Act funds; and

WHEREAS, the library will develop and circulate digital access kits and mobile hotspots using CARES Act funds to offer access to those currently without it.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves an amendment to the 2020 Operating Budget of the Dakota County Library permitted the expenditure of the \$226,080 in 2020 funding received from the Coronavirus Aid, Relief and Economic Security (CARES) Act funding; and

BE IT FUTHER RESOLVED, That the Dakota County Board of Commissioners hereby amends the 2020 Non-Departmental budget as follows:

<b>Revenue</b>	
CARES Act	<u>(\$226,080)</u>
<b>Total Revenue</b>	<b>(\$226,080)</b>

<b>Expense</b>	
CARES Act	<u>(\$226,080)</u>
<b>Total Expense</b>	<b>(\$226,080)</b>

; and

BE IT FUTHER RESOLVED, That the Dakota County Board of Commissioners hereby amends the 2020 Library budget as follows:

<b>Revenue</b>	
CARES Act	<u>\$226,080</u>
<b>Total Revenue</b>	<b>\$226,080</b>

<b>Expense</b>	
CARES Act	<u>\$226,080</u>
<b>Total Expense</b>	<b>\$226,080</b>

**REGULAR AGENDA**

**County Board/County Administration**

**20-503**

**Authorization For Second-Round Small Business Relief Grants**

County Manager Matt Smith and Community Development Agency Executive Director Tony Schertler briefed this item and responded to questions. This item was on the agenda for informational purposes; however, a resolution

October 13, 2020

was presented, reviewed, and action was taken.

Motion: Joe Atkins

Second: Mary Liz Holberg

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law by President Trump on March 27, 2020, providing the State of Minnesota \$1.87 billion, of which 45 percent may be distributed to local jurisdictions; and

WHEREAS, Dakota County received an allocation of \$52 million in CARES Act funds from the State of Minnesota that must meet the eligibility criteria established by the U.S. Department of the Treasury; and

WHEREAS, the creation of a small business relief grant program is an eligible CRF expenditure to reimburse the costs of business interruption caused by required closures; and

WHEREAS, creation of the Dakota County Small Business Relief Grant Program (Program) was approved by Resolution No. 20-346 (July 14, 2020), the Dakota County Board of Commissioners authorized the Dakota County Community Development Agency (CDA) to implement the program on behalf of Dakota County, to be funded with CARES Act funds; and

WHEREAS, Dakota County authorized up to \$10 million to fund grant awards and up to \$400,000 for administrative expenses related to the Program; and

WHEREAS, the proposed Program serves businesses that have been adversely impacted by the COVID-19 pandemic and the COVID-19 peacetime emergency; and

WHEREAS, the Program provides up to \$10,000 of grant funds for up to three months of operating expenses, including payroll, rent/lease payments, mortgage payments, utilities, payments to suppliers, tax payments, or other critical business expenses as approved by an authorized program administrator; and

WHEREAS, the Program serves businesses meeting the following criteria:

- Have 50 full-time (or equivalent) or fewer employees as of March 1, 2020
- Be a private for-profit that has a permanent physical address in Dakota County
- Be majority owned by a permanent resident of Minnesota Be in good standing with the Minnesota Secretary of State and the Minnesota Department of Revenue as of March 1, 2020
- Be in good standing with Dakota County and the city in which the business is located
- Demonstrate the business was adversely affected by Executive Orders related to COVID-19 business restrictions
- Demonstrate financial hardship as a result of the COVID-19 outbreak
- Businesses that have applied for and/or were awarded any COVID-related federal funding, such as the Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program (PPP)

; and

WHEREAS, Resolution No. 20-346 identified various businesses that are ineligible for the Program; and

WHEREAS, by Resolution No. 20-475 (September 22, 2020), the County Board of Commissioners authorized an expansion of the Program to include those eligible businesses located in Dakota County that applied to the Minnesota Department of Employment and Economic Development (DEED) Small Business Relief Grants Program but were not funded through the DEED Program and increase the budget for the program by \$3,000,000 to a total of \$10,400,000; and

WHEREAS, the Program is administered and implemented by the Dakota County CDA with a third-party administrator; and

WHEREAS, the application submission period for the Program ended on August 14, 2020; and

WHEREAS, certain business who were eligible but did not apply and certain business who were not eligible for the first round of the Program desire to have an opportunity to obtain relief from adverse impacts to their business



October 13, 2020

caused by the COVID-19 pandemic and the COVID-19 peacetime emergency; and

WHEREAS, the County Board has determined to initiate a second-round for the Program to be administered by the County with a third-party administrator (Second-Round); and

WHEREAS, the Second-Round will have the same eligibility requirements and ineligible businesses as the Program, except businesses who received a grant award during the initial round of the program are not eligible and home-based businesses are eligible to apply for the Second-Round with the following restrictions:

- The profit generated from the home-based business must be the primary source of income for the applicant (i.e. hobby-based businesses are not eligible to apply)
- Home-based business may not apply for home mortgage and/or rent expenses
- If the home-based business is owned and operated by a sole proprietor, the applicant may not apply for payroll expenses
- The home-based business must otherwise meet program eligibility criteria

; and

WHEREAS, due to the need to expend the CARES Act funds by December 1, 2020, the Second-Round will be a "first come, first serve" program for up to 500 grant awards of up to \$10,000.00 per business; and

WHEREAS, neither the CDA nor its third-party administrator, NextStage, have capacity to implement the Second-Round; and

WHEREAS, on an emergency procurement basis, due to the limited time to implement the Second-Round, the County identified Baker Tilly US, LLP, the County current financial advisor, as a potential third-party administrator; and

WHEREAS, Baker Tilly US, LLP, has experience administrating small business assistance programs with CARES Act funds for other local government entities; and

WHEREAS, Baker Tilly US, LLP, has developed a web-based application system for small business grant programs and can quickly implement and has capacity to administer the Second-Round of the Program; and

WHEREAS, staff recommends contracting with Baker Tilly US, LLP to serve as the third-party administrator for the Second-Round of the Program; and

WHEREAS, the County Board has determined the Second-Round of Small Business Relief program is a necessary and reasonable response to the COVID-19 pandemic, therefore eligible for use of CARES Act funds.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes a second-round of the small business relief program with the use of up to \$5 million, plus administration costs, of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes a contract with Baker Tilly US, LLP, for the administration of the second-round of the small business relief program in an amount not to exceed \$113,875, subject to approval of the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby amends the 2020 Non-Departmental budget as follows:

**Expense**

CARES Act Expense	(\$5,113,875)
Second-Round Small Business Relief Program	<u>\$5,113,875</u>
<b>Total Expense</b>	<b>\$0</b>

**Revenue**

CARES Act	(\$5,113,875)
CARES Act Second-Round Small Business Relief	<u>\$5,113,875</u>
<b>Total Revenue</b>	<b>\$0</b>

October 13, 2020

Ayes: 7

Nays: 0

**County Manager's Report**

County Manager Matt Smith gave an update on the following:

- Bonding Proposal Overview
- Employee Giving Campaign

**Information**

**See Attachment A - Future Board Meetings And Other Board Activities**

**20-504**

**Adjournment**

Motion: Kathleen A. Gaylord

Second: Thomas A. Egan

On a motion by Commissioner Kathleen A. Gaylord, seconded by Commissioner Thomas A. Egan, the meeting was adjourned at 9:34 a.m.

Mike Slavik  
Chair

ATTEST

Matt Smith  
County Manager