

HENNEPIN COUNTY

MINNESOTA

FINAL BOARD AGENDA

BOARD OF HENNEPIN COUNTY COMMISSIONERS

TUESDAY, AUGUST 22, 2023

1:30 PM

Chair: Irene Fernando, District 2
ViceChair: Debbie Goettel, District 5
Members: Jeff Lunde, District 1
Marion Greene, District 3
Angela Conley, District 4
Chris LaTondresse, District 6
Kevin Anderson, District 7

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1. **Pledge of Allegiance**
 2. **Approval of Agenda**
 3. **Hennepin Highlights**
 - 3.A. 2023 Hennepin County Awards
 4. **Minutes from Previous Meeting**
 - 4.A. August 8, 2023 Minutes

Attachments: [BOARD MINUTES-08-Aug-2023](#)

5. **Referral of Correspondence and Department Communications**

Correspondence

- 5.A. [23N-0032](#)

Professional and Personal Service Agmts/Amds of \$100,000 or less which have been approved by Department Director, Assistant/County Administrator. Report Number: 23RAA-04

Attachments: [23RAA-04](#)

- 5.B. [23N-0033](#)

County Receivable contracts approved by the County Administrator during the second quarter of 2023. Report Number 23RAA - 2nd Qtr Rec.

Attachments: [23RAA - 2nd Qtr Rec.](#)

5.C. [23N-0034](#)

Claim/Summons - 1. Claire Lee - RE: Claire Lee v. Hennepin County. - 2. Stephen Ruhr - RE: Motor vehicle damage. - 3. Hilary Marden-Resnik - RE: Motor vehicle damage.

Attachments: [C.Lee-Claim-Claire Lee v. Hennepin County-082023](#)
[S.Ruhr-Claim-Motor vehicle damage-082023](#)
[H.Marden-Resnik-Claim-Motor vehicle damage-082023](#)

5.D. [23N-0035](#)

Letters - 1. 7/27/23 - Brian McCann, City of Victoria - RE: 2040 Comprehensive Plan Amendment. - 2. 7/27/23 - Sarah Smith, Community Development Director, City of Mound - RE: 2023 Amendment to 2040 Comprehensive Plan. - 3. Jason Aarsvold, Senior Municipal Advisor, City of Roger - RE: TIF District Plan. 4. 8/11/23 - Katie Rodriguez, City Manager - RE: City of Richfield; Best Buy Assessment Agreement.

Attachments: [B.McCann-Ltr-City of Victoria 2040 Comprehensive Plan Amendment-0820223](#)
[S.Smith-Ltr-City of Mound 2023 Amendment to 2040 Comprehensive Plan-0820223](#)
[J.Aarsvold-Ltr-City of Roger TIF District-082023](#)
[LTR-City of Richfield - Best Buy assessment agmt 8-11-23](#)

Department Communications

5.E. [23-0331](#)

Claims Register for the period ending August 25, 2023

5.F. [23-0332](#)

Claims Register for the period ending September 1, 2023

5.G. [23-0333](#)

Claims Register for the period ending September 8, 2023

5.H. [23-0334](#)

Claims Register for the period ending September 15, 2023

Referred to Administration, Operations and Budget Committee

5.I. [23-0335](#)

Amd 1 to for Agmt PR00002275 with Parallel Technologies, Inc. for continued implementation of a countywide access control and video management system, software licenses, hardware, and maintenance, no change to dates, incr NTE by \$3,500,000

5.J. [23-0336](#)

Authorization to advertise, receive proposals, proceed with a single construction contract and transfer \$1,100,000 in unused funds from JDC Safety Upgrades (CP 1007207) to JDC Ceiling Tile and Lighting Upgrades (CP 1009341)

5.K. [23-0337](#)

Amd 1 to Agmt PL00000269 with Metre LLC for media planning, media procurement, and limited creative services to advance County's strategic priorities, no change to dates, incr NTE by \$500,000

Attachments: [Hennepin Q2 Results Update 8-17-23](#)

5.L. [23-0338](#)

Adopt revisions to the Hennepin County purchasing rules, including authority to select Construction Manager at Risk

Attachments: [Hennepin County Purchasing Rules 8.9.23](#)

Referred to Health and Human Services Committee

5.M. [23-0339](#)

Human Services & Public Health resolution, including contracts and amendments to contracts with provider - 2312..end

Resolution:

5.N. [23-0340](#)

Amd 1 to Agmt A2211386 with Substance and Mental Health Services Administration accepting grant funding for community mental health services for youth and families, ext end date to 09/29/24, incr recv by \$915,870

Referred to Law, Safety and Justice Committee

5.O. [23-0341](#)

Agmt A2311882 with the MN Dept of Public Safety, Office of Justice Programs accepting grant funding for African American crime victim advocacy services and direct client assistance, 10/01/23-09/30/24, \$140,000 (recv)

5.P. [23-0342](#)

Three Agmts with District Court, for DWI Court Program probation services, Ignition Interlock Program services and Treatment Court testing and monitoring services, 10/01/23-09/30/24, \$226,877 (combined recv)

Referred to Public Works Committee

5.Q. [23-0343](#)

Release drainage, utility, sightline and retaining wall easements no longer needed for transportation related purposes along CSAH 19 (Smithtown Road) in the cities of Shorewood and Tonka Bay

Attachments: [Map of CSAH 19 ROW in Shorewood and Tonka Bay](#)
[Attachment A: CSAH 19 release easement](#)

6. **Commendations**

7. **Commissioner Communications/Updates**

8. **Claims Register**

8.A. [23-0304](#)

Claims Register for the period ending August 11, 2023

8.B. [23-0305](#)

Claims Register for the period ending August 18, 2023

9. **Consent**

9.A. [23-0308](#)

Authorization to receive funds from the State of MN for the 2022 Emergency Management Performance Grant, 01/01/22-12/31/23, \$537,292 (recv)

Sponsors: Waage

9.B. [23-0309](#)

Request subsequent designation of the Hennepin-Carver Workforce Development Area and submission of letter of intent to MN Dept of Employment and Economic Development; designate representative of Hennepin County in its capacity as Chief Elected Official of the local area

- 9.C. [23-0310](#)
Neg agmts PR00005525 with the City of Eden Prairie, 08/22/23-12/31/26, NTE \$200,000, PR00005526 with the Minnehaha Creek Watershed District, 08/22/23-12/31/26, NTE \$200,000; incr funding and budget authority for SWLRT project by \$1,672,995
- 9.D. [23-0311](#)
Neg agmts PR00005523 with Partnership in Property Commercial Land Trust, NTE \$150,000; PR00005524 with Northside Economic Opportunity Network, NTE \$250,000, A2311856 with City of Mpls, all terms 08/22/23-12/31/25
- 9.E. [23-0312](#)
Award funding for 2023 Hennepin County Youth Activities Grants Art and Music Projects; Additional grants for youth sports registration fees utilizing ballpark sales tax collections
- 9.F. [23-0313](#)
Human Services & Public Health resolution, including contracts and amendments to contracts with provider - 2311

Attachments: [HSPH Board Report 2311 8-10-23](#)
- 9.G. [23-0314](#)
A2311860 with the MN Dept of Health for funding of State-wide asthma program that is connecting children diagnosed with asthma to needed healthcare services and community resources, 09/01/23-06/30/24, \$63,000 (rcv)
- 9.H. [23-0315](#)
Amd 6 to Agmt PR00001249 with Cirdan Health Systems, Inc., for actuarial and consulting services to Hennepin Health, ext end date to 08/31/24, incr NTE by \$683,000
- 9.I. [23-0316](#)
Agmt A2311869 with Washburn Center for Children to provide behavioral health services to children in Minneapolis Public Schools, 09/01/23-06/30/26, \$273,792 (rcv)
- 9.J. [23-0317](#)
Agmt A2311866 with U.S. Dept of HUD to accept grant funds for the Continuum of Care for the Homeless Planning Project, 12/01/23-11/30/24, \$409,106 (rcv)

- 9.K. [23-0318](#)
Agmt A2311864 with U.S. Dept of HUD Continuum of Care Program to accept grant funds for rapid rehousing services for homeless families, 01/01/24-12/31/24, \$1,489,402 (recv)
- 9.L. [23-0319](#)
Agmt A2311867 with MN Housing Finance Agency to accept grant funds for the Family Homeless Prevention and Assistance Program for homelessness prevention and Rapid Re-Housing services for homeless persons, 10/01/23-09/30/25, \$13,550,000 (recv); supp appr of \$1,620,000 to the HSPH 2023 budget; 2 limited duration and 3 permanent FTEs
- 9.M. [23-0320](#)
Amd 2 to PR00003754 with Jonathan I. Cloud to provide community corrections related training and consulting services, for the contract period of 01/01/22-12/31/23, incr NTE by \$35,000
- 9.N. [23-0321](#)
Amd 1 to the 2022-2023 Hennepin County Community Corrections Act Plan, increasing 2023 receivable by \$3,560,947 for new total receivable of \$24,392,676; sup appr of \$3,759,634 and 19.0 FTE's to the 2023 DOCCR budget
- 9.O. [23-0322](#)
Agmt PW 43-60-23 with USDOT to receive Safe Streets and Roads for All (SS4A) Program grant funds to develop a Hennepin County Toward Zero Deaths Action Plan; (county recv: \$240,000 Federal Aid)
- 9.P. [23-0323](#)
Neg Agmt PR00005488 with Met Council and HCRRA for HC Blue Line Extension Project, 09/01/23-12/31/24, NTE \$75,305,000 (\$60,244,000 from Hennepin County, CP 1005877: HC TSUT Bottineau LRT Capital and \$15,061,000 from HCRRA, CP 1000941: RRA Bottineau FTA LRT)
- 9.Q. [23-0324](#)
Neg four Green Partners environmental grants, 09/01/23-08/31/24, total combined NTE \$96,700
- 9.R. [23-0325](#)
Agmt A2311849 with U.S. Dept of HUD Community Project Funding program to accept grant funds for emergency shelter capital costs, 09/01/23-08/31/30, \$500,000 (recv)

9.S. [23-0326](#)

Agmts A2311835 and A2311836 with the State of MN, acting through its Commissioner of Commerce accepting grant funding for dedicated auto theft investigators and auto theft prevention efforts, DOE-06/30/26 and DOE-06/30/25, combined recv of \$1,052,000; supp app of \$67,520 and 1.0 FTE to the 2023 Hennepin County Sheriff's Office budget

10. Non-Consent

11. Progressed

11.A. [23-0306](#)

2023 Community Advisory Board Applicants and Appointments - Workforce Innovation and Opportunity Act

Attachments: [WIOA-Interview Status-2023-7-31](#)

11.B. [23-0307](#)

2023 Watershed Board Appointments - Nine Mile Creek Watershed Board

Attachments: [NineMile-Interview Status-2023-7-31](#)

12. Old Business

13. Immediate Approvals

13.A. [23-0327](#)

Establish closed labor meeting on Tuesday, September 19, 2023 to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals

13.B. [23-0328](#)

Updates to Hennepin County Board of Commissioners 2023 calendar

Attachments: [2023 FINAL board calendar as amended](#)

13.C. [23-0330](#)

Confirmation of the appointment of Scott Duimstra as the Library Director, effective October 9, 2023

HENNEPIN COUNTY

300 South Sixth Street
Minneapolis, MN
55487-0240

MINNESOTA

Board Action Request

TMP-0320

Item Description:

2023 Hennepin County Awards

HENNEPIN COUNTY

300 South Sixth Street
Minneapolis, MN
55487-0240

MINNESOTA

Board Action Request

TMP-0347

Item Description:

August 8, 2023 Minutes

HENNEPIN COUNTY

MINNESOTA

BOARD MINUTES

BOARD OF HENNEPIN COUNTY COMMISSIONERS
TUESDAY, AUGUST 8, 2023
1:30 PM

Chair: Irene Fernando, District 2
ViceChair: Debbie Goettel, District 5
Members: Jeff Lunde, District 1
Marion Greene, District 3
Angela Conley, District 4
Chris LaTondresse, District 6
Kevin Anderson, District 7

Commissioner Fernando, Chair, called the meeting of the Hennepin County Board of Commissioners for Tuesday, August 8, 2023 to order at 1:30 p.m.

Present: Commissioner Irene Fernando, Commissioner Marion Greene, Commissioner Angela Conley, Commissioner Debbie Goettel, Commissioner Chris LaTondresse, and Commissioner Kevin Anderson

Absent: Commissioner Jeff Lunde

1. Pledge of Allegiance

Commissioner Irene Fernando led the Pledge of Allegiance.

2. Approval of Agenda

APPROVE

Commissioner Kevin Anderson moved, seconded by Commissioner Chris LaTondresse, to approve the agenda.

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

3. Hennepin Highlights

3.A. 2023 Hennepin County Awards

4. Minutes from Previous Meeting

4.A. 07/18/2023 Board Meeting Minutes

APPROVE

Commissioner Angela Conley moved, seconded by Commissioner Kevin Anderson, to approve the Minutes .

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

5. Referral of Correspondence and Department Communications

Correspondence

5.A. [23N-0029](#)

Claim/Summons - 1. Sharmarke Y. Abdi - RE: Sharmarke Y. Abdi v. Hennepin County. - 2. Michelle Mercer - RE: Motor vehicle damage. - 3. Claire Lee - RE: Claire Lee v. Hennepin County. - 4. Helge Tonsky - RE: Motor vehicle damage. - 5. Helen V. Sullivan-Looney, Attorney - RE: Metropolitan Council, a public corporation and political subdivision of the State of Minnesota vs, County of Hennepin - 6. Claire Lee - RE: Claire Lee v. Hennepin County (2)

CORRESPONDENCE REFERRED AS RECOMMENDED

Commissioner Debbie Goettel moved, seconded by Commissioner Marion Greene, to correspondence referred as recommended the Correspondence.

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

5.B. [23N-0030](#)

Letters - 1. Michael Hayman, MCWD Project Planning Manager - RE: Annual Review of Minnehaha Creek Watershed District Draft Capital Improvement Plan.

CORRESPONDENCE REFERRED AS RECOMMENDED

Commissioner Debbie Goettel moved, seconded by Commissioner Marion Greene, to correspondence referred as recommended the Correspondence

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

5.C. [23N-0031](#)

Summary of Hennepin Health agreements and amendments to agreements approved in second quarter (Q2) of 2023 by the Hennepin Health Executive Director.

CORRESPONDENCE REFERRED AS RECOMMENDED

Commissioner Debbie Goettel moved, seconded by Commissioner Marion Greene, to correspondence referred as recommended the Correspondence

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

Department Communications

5.D. [23-0304](#)

Claims Register for the period ending August 11, 2023

REFER AS RECOMMENDED

Commissioner Debbie Goettel moved, seconded by Commissioner Angela Conley, to refer as recommended the Resolution .

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

5.E. [23-0305](#)

Claims Register for the period ending August 18, 2023

REFER AS RECOMMENDED

Commissioner Debbie Goettel moved, seconded by Commissioner Marion Greene, to refer as recommended the Resolution .

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

Referred to Administration, Operations and Budget Committee

Commissioner Debbie Goettel moved, seconded by Commissioner Marion Greene, to adopt the items in the consent agenda.

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

5.F. [23-0306](#)

2023 Community Advisory Board Applicants and Appointments - Workforce Innovation and Opportunity Act

REFER TO COMMITTEE

5.G. [23-0307](#)

2023 Watershed Board Appointments - Nine Mile Creek Watershed Board

REFER TO COMMITTEE

5.H. [23-0308](#)

Authorization to receive funds from the State of MN for the 2022 Emergency Management Performance Grant, 01/01/22-12/31/23, \$537,292 (recv)

REFER TO COMMITTEE

5.I. [23-0309](#)

Request subsequent designation of the Hennepin-Carver Workforce Development Area and submission of letter of intent to MN Dept of Employment and Economic Development; designate representative of Hennepin County in its capacity as Chief Elected Official of the local area

REFER TO COMMITTEE

5.J. [23-0310](#)

Neg agmts PR00005525 with the City of Eden Prairie, 08/22/23-12/31/26, NTE \$200,000, PR00005526 with the Minnehaha Creek Watershed District, 08/22/23-12/31/26, NTE \$200,000; incr funding and budget authority for SWLRT project by \$1,672,995

REFER TO COMMITTEE

5.K. [23-0311](#)

Neg agmts PR00005523 with Partnership in Property Commercial Land Trust, NTE \$150,000; PR00005524 with Northside Economic Opportunity Network, NTE \$250,000, A2311856 with City of Mpls, all terms 08/22/23-12/31/25

REFER TO COMMITTEE

5.L. [23-0312](#)

Award funding for 2023 Hennepin County Youth Activities Grants Art and Music Projects; Additional grants for youth sports registration fees utilizing ballpark sales tax collections

REFER TO COMMITTEE

Referred to Health and Human Services Committee

Commissioner Debbie Goettel moved, seconded by Commissioner Marion Greene, to adopt the items in the consent agenda.

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

5.M. [23-0313](#)

Human Services & Public Health resolution, including contracts and amendments to contracts with provider - 2311

REFER TO COMMITTEE

5.N. [23-0314](#)

A2311860 with the MN Dept of Health for funding of State-wide asthma program that is connecting children diagnosed with asthma to needed healthcare services and community resources, 09/01/23-06/30/24, \$63,000 (recv)

REFER TO COMMITTEE

5.O. [23-0315](#)

Amd 6 to Agmt PR00001249 with Cirdan Health Systems, Inc., for actuarial and consulting services to Hennepin Health, ext end date to 08/31/24, incr NTE by \$683,000

REFER TO COMMITTEE

5.P. [23-0316](#)

Agmt A2311869 with Washburn Center for Children to provide behavioral health services to children in Minneapolis Public Schools, 09/01/23-06/30/26, \$273,792 (recv)

REFER TO COMMITTEE

5.Q. [23-0317](#)

Agmt A2311866 with U.S. Dept of HUD to accept grant funds for the Continuum of Care for the Homeless Planning Project, 12/01/23-11/30/24, \$409,106 (recv)

REFER TO COMMITTEE

5.R. [23-0318](#)

Agmt A2311864 with U.S. Dept of HUD Continuum of Care Program to accept grant funds for rapid rehousing services for homeless families, 01/01/24-12/31/24, \$1,489,402 (recv)

REFER TO COMMITTEE

5.S. [23-0319](#)

Agmt A2311867 with MN Housing Finance Agency to accept grant funds for the Family Homeless Prevention and Assistance Program for homelessness prevention and Rapid Re-Housing services for homeless persons, 10/01/23-09/30/25, \$13,550,000 (recv); supp appr of \$1,620,000 to the HSPH 2023 budget; 2 limited duration and 3 permanent FTEs

REFER TO COMMITTEE

Referred to Law, Safety and Justice Committee

Commissioner Debbie Goettel moved, seconded by Commissioner Marion Greene, to adopt the items in the consent agenda.

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

5.T. [23-0320](#)

Amd 2 to PR00003754 with Jonathan I. Cloud to provide community corrections related training and consulting services, for the contract period of 01/01/22-12/31/23, incr NTE by \$35,000

5.U. [23-0321](#)

Amd 1 to the 2022-2023 Hennepin County Community Corrections Act Plan, increasing 2023 receivable by \$3,560,947 for new total receivable of \$24,392,676; sup appr of \$3,759,634 and 19.0 FTE's to the 2023 DOCCR budget

REFER TO COMMITTEE

Referred to Public Works Committee

Commissioner Debbie Goettel moved, seconded by Commissioner Marion Greene, to adopt the items in the consent agenda.

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

5.V. [23-0322](#)

Agmt PW 43-60-23 with USDOT to receive Safe Streets and Roads for All (SS4A) Program grant funds to develop a Hennepin County Toward Zero Deaths Action Plan; (county recv: \$240,000 Federal Aid)

REFER TO COMMITTEE

5.W. [23-0323](#)

Neg Agmt PR00005488 with Met Council and HCRRA for HC Blue Line Extension Project, 09/01/23-12/31/24, NTE \$75,305,000 (\$60,244,000 from Hennepin County, CP 1005877: HC TSUT Bottineau LRT Capital and \$15,061,000 from HCRRA, CP 1000941: RRA Bottineau FTA LRT)

REFER TO COMMITTEE

5.X. [23-0324](#)

Neg four Green Partners environmental grants, 09/01/23-08/31/24, total combined NTE \$96,700

REFER TO COMMITTEE

6. Commendations

7. Commissioner Communications/Updates

Commissioner Conley highlighted Black Business Month and Llamas at the Library.

8. Claims Register

8.A. [23-0294](#)

Claims Register for the period ending July 21, 2023

APPROVE/RATIFY

Commissioner Angela Conley moved, seconded by Commissioner Chris LaTondresse, to approve/ratify the Resolution.

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

8.B. [23-0295](#)

Claims Register for the period ending July 28, 2023

APPROVE/RATIFY

Commissioner Angela Conley moved, seconded by Commissioner Chris LaTondresse, to approve/ratify the Resolution.

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

9. Consent

Commissioner Marion Greene moved, seconded by Commissioner Debbie Goettel, to adopt the items in the consent agenda separating Item 9.D. for an individual vote.

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

9.A. [23-0276](#)

Ratification of permits, leases, lease amendments, and related property agreements approved by the County Administrator, 01/01/23-06/30/23, total NTE \$15,000

ADOPT

9.B. [23-0277](#)

Establish a public hearing for comment on the program year 2022 Consolidated Annual Performance and Evaluation Report related to the HUD CDBG, HOME & ESG prgms in suburban Hennepin County on Tuesday, September 26, 2023 at 1:30 p.m.

ADOPT

9.C. [23-0278](#)

Terminate and forgive HOME Agmts A07333, A07604, A13444, A18517 with the Housing and Redevelopment Authority of the City of Bloomington for the Rental Homes for Future Homebuyers Program

ADOPT

9.D. [23-0279](#)

Appointment of Bruce Kelii as the Deputy Emergency Management Director for Hennepin County effective August 1, 2023

ADOPT

Commissioner Irene Fernando moved, seconded by Commissioner Marion Greene, to adopt the Resolution .

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

9.E. [23-0280](#)

Human Services & Public Health resolution, including contracts and amendments to contracts with provider - 2310

ADOPT

9.F. [23-0281](#)

Amd 1 to Agmt PR0004531 with Spokesman & Recorder Publishing Company to promote and share information about Hennepin Health plans and reach specialized audiences for health plan promotion purposes, ext end date to 08/14/24, incr NTE by \$4,583

ADOPT

9.G. [23-0282](#)

Agmt A2311820 and Agmt A2311817 with Community Solutions to accept grant funding to staff and support work to end chronic homelessness, 07/01/23-06/30/25, \$237,315 (recv) and \$247,296 (recv), add 2 FTEs to HSPH 2023 budget

ADOPT

9.H. [23-0283](#)

Agmt A2311819 with the U.S. Dept of Health and Human Services for the Healthy Communities Healthy You Project for the Better Together Hennepin Program, 07/01/23-06/30/24, \$1,972,000 (recv), Supp Appr for 2023 \$821,667

ADOPT

9.I. [23-0284](#)

Agmt PR00005414 with Intermediate School District (ISD) 287 for juvenile educational services, 07/20/23-06/30/27, NTE \$120,000

ADOPT

9.J. [23-0285](#)

Two Agmts with local agencies to provide services to children at risk for truancy and/or educational neglect, 08/14/23-06/30/24, combined NTE of \$100,000

ADOPT

9.K. [23-0286](#)

Vacation of excess right of way adjacent to CSAH 40 (Glenwood Avenue) in Golden Valley

ADOPT

9.L. [23-0287](#)

Various agmts related to METRO B Line along Lake St and Lagoon Ave (phase two) (CP 2193300); amend project budget; (est county cost: \$16,000,000 Federal Aid, \$6,525,910 State Aid; (recv) \$5,488,205)

ADOPT

9.M. [23-0288](#)

Approve Amd to Bassett Creek Watershed Mgmt Plan; set Bassett Creek Watershed Mgmt Commission 2024 max levy at \$2,238,000 for projects to improve water quality and reduce flooding

ADOPT

9.N. [23-0289](#)

Set Elm Creek Watershed Mgmt Commission 2024 max levy at \$814,200 for projects to improve water quality

ADOPT

9.O. [23-0290](#)

Set Shingle Creek Watershed Mgmt Commission 2024 maximum levy at \$986,265 and West Mississippi Watershed Mgmt Commission 2024 maximum levy at \$159,075 for projects to improve water quality

ADOPT

9.P. [23-0291](#)

Neg 10 spring 2023 ERF grant agmts for cleanup of contaminated sites, two-year periods, total combined NTE \$1,556,121

ADOPT

9.Q. [23-0292](#)

Joint Powers Agreement between Hennepin County and the State of MN to support Hennepin County's information campaign about Restore the Vote, the 2023 state law that restores voting rights for people under felony supervision (on parole or probation)

ADOPT

9.R. [23-0296](#)

Amd 3 to Agmt PR00004910 with Maslon LLP for legal services, incr NTE by \$150,000

ADOPT

9.S. [23-0297](#)

Schematic Design Contract for the Southdale Library Replacement (CP 1005259) with MSR Design for architectural and engineering services, 08/15/23-01/31/24, NTE \$1,224,607

ADOPT

9.T. [23-0298](#)

Amd 2 to Agmt A2211239 with MN DEED to provide employment services and supports to individuals with mental health challenges, adding an eligible expense for services building job seeking skills, no change to dates or amt

ADOPT

9.U. [23-0299](#)

Agmt A2311797 with MN DEED-Rehab Services, accepting grant funding to provide extended employment services expiring on 08/31/23, \$83,171 (recv)

ADOPT

9.V. [23-0300](#)

Agmt A2311832 with MN DEED-Rehab Services accepting grant funding, 07/01/23-06/30/24, \$275,546 (recv)

ADOPT

9.W. [23-0301](#)

Joint Powers Agmts A2311578 with the West Hennepin Public Safety and A2311577 with the City of Osseo, to expand services of the Hennepin County 911 Embedded Social Worker Program, 03/01/23-12/31/24

ADOPT

9.X. [23-0302](#)

Joint Powers Agmt A2311749 with the Univ of MN, to continue services of the Hennepin County Embedded Social Worker Program, 08/01/23-12/31/25

ADOPT

10. Non-Consent

11. Progressed

12. Old Business

13. Immediate Approvals

13.A. [23-0303](#)

Claims Register for the period ending August 4, 2023

APPROVE/RATIFY

Commissioner Debbie Goettel moved, seconded by Commissioner Chris LaTondresse, to approve/ratify the Resolution.

Aye: Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Goettel, Commissioner LaTondresse, and Commissioner Anderson

Absent: Commissioner Lunde

On a motion by Commissioner Angela Conley, Seconded by Commissioner Kevin Anderson, the Hennepin County Board of Commissioners meeting was declared adjourned at 2:09 p.m. until August 22, 2023.

Karen Keller
Deputy Clerk to the County Board

**Contracting opportunities can be found on the Hennepin County website:
www.hennepin.us**

Board Action Request

23N-0032

Item Description:

Professional and Personal Service Agmts/Amds of \$100,000 or less which have been approved by Department Director, Assistant/County Administrator. Report Number: 23RAA-04

Background:

Pursuant to County Board resolution 98-4-233 (Purchasing Rules), the County Board delegated to the County Administrator and Assistant County Administrators the authority to enter into professional, personal and human service agreements of \$25,000 or less on behalf of the county. Under these rules, agreements are then to be communicated to the Board for its information.

Resolution 02-8-500 increased the authority of the County Administrator to enter into professional and personal service agreements of \$50,000 or less.

Resolution 19-0325R1 further increased the authority of the County Administrator to enter into professional and personal service agreements of \$100,000 or less.

This BAR continues communication of these agreements to the Board.

Request for Administrative Approval Report

Report Communicated: August 22, 2023

BAR: 23N-0032

Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
Adult Representation Services					
PR00001566	Colich & Associates	Amd 4 to Agmt PR00001566 with Colich & Associates to provide legal services to clients experiencing indigency in Hennepin County Fourth Judicial District, Juvenile Division who are entitled to legal representation at public expense ("Representation"), 01/01/2020-12/31/2023, NTE \$278,720.00.	1/1/2020	12/31/2023	\$278,720.00
PR00001573	Murphy-Fritsch, Ellen M.	Amd 4 to Agmt PR00001573 with Murphy-Fritsch, Ellen M. to provide legal services to clients experiencing indigency in Hennepin County Fourth Judicial District, Juvenile Division who are entitled to legal representation at public expense ("Representation"), 01/01/2020-12/31/2023, NTE \$278,720.00.	1/1/2020	12/31/2023	\$278,720.00
PR00003081	Anne M. Carlson Law Office, P.L.L.C.	Amd 3 to Agmt PR00003081 with Anne M. Carlson Law Office, P.L.L.C. to provide civil legal services to clients experiencing indigency in Hennepin County Fourth Judicial District who are entitled to legal representation at public expense, 02/01/2021-12/31/2023, NTE \$200,800.00.	2/1/2021	12/31/2023	\$200,800.00

	Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
Attorney's Office						
	PR00003750	Hoberman, Harry M.	Amd 3 to Agmt PR00003750 with Hoberman, Harry M. to provide expert witness consultation and testimony, 09/24/2021-09/23/2023, NTE \$130,000.00.	9/24/2021	9/23/2023	\$130,000.00
	PR00005541	Powers, Amanda	Agmt PR00005541 with Powers, Amanda to provide expert witness consultation and testimony, 07/24/2023-07/23/2024, NTE \$10,000.00.	7/24/2023	7/23/2024	\$10,000.00
Communications						
	PR00005469	Houston, Diana L.	Agmt PR00005469 with Houston, Diana L. to provide Professional Copy-Editing Services, 08/09/2023-07/17/2024, NTE \$10,000.00.	8/9/2023	7/17/2024	\$10,000.00
Community Corrections and Rehabilitation						
	PR00005373	Wulf Family Foundation	Agmt PR00005373 with Wulf Family Foundation to provide Summer STEM programming for JP and JDC youth, 06/19/2023-12/31/2023, NTE \$15,000.00.	6/19/2023	12/31/2023	\$15,000.00
	PR00005429	Critical Questioning Consulting LLC	Agmt PR00005429 with Critical Questioning Consulting LLC to provide Diversity Training, 05/01/2023-12/31/2023, NTE \$6,000.00.	5/1/2023	12/31/2023	\$6,000.00
Elections						
	PR00005486	Intersection Media, LLC	Agmt PR00005486 with Intersection Media, LLC to provide Metro Transit Advertising, 07/14/2023-09/10/2023, NTE \$11,620.00.	7/14/2023	9/10/2023	\$11,620.00

	Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
Facility Services						
	PR00002477	The McDowell Agency, Inc.	Amd 2 to Agmt PR00002477 with The McDowell Agency, Inc. to provide facility services background checks, 07/31/2020-07/30/2024, NTE \$57,000.00.	7/31/2020	7/30/2024	\$57,000.00
	PR00005200	AD Greenroof, LLC	Agmt PR00005200 with AD Greenroof, LLC to provide Green Roof Consulting, 06/05/2023-12/05/2023, NTE \$10,500.00.	6/5/2023	12/5/2023	\$10,500.00
Hennepin Health						
	PR00001281	Forensic and Telementalhealth Services	Amd 2 to Agmt PR00001281 with Forensic and Telementalhealth Services to provide Behavioral Health Consulting Services, 09/01/2019-08/31/2024, NTE \$68,000.00.	9/1/2019	8/31/2024	\$68,000.00
	PR00003463	iHeartMedia + Entertainment Inc	Amd 2 to Agmt PR00003463 with iHeartMedia + Entertainment Inc to provide Radio Broadcasting Services, 08/01/2021-07/31/2024, NTE \$60,000.00.	8/1/2021	7/31/2024	\$60,000.00
HS Housing Stability						
	PR00005263	C4 Innovations, LLC	Agmt PR00005263 with C4 Innovations, LLC to provide Coordinated Entry System Evaluation, 07/01/2023-06/30/2026, NTE \$40,000.00.	7/1/2023	6/30/2026	\$40,000.00

	Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
Human Resources						
	PR00005311	Life Time Fitness Inc	Agmt PR00005311 with Life Time Fitness Inc to provide discounted fitness center memberships, 06/01/2023-05/31/2024, NTE \$1,000.00.	6/1/2023	5/31/2024	\$1,000.00
	PR00005349	Hoel, Susan M.	Agmt PR00005349 with Hoel, Susan M. to provide consulting services regarding Hennepin County's pharmacy benefits program and will provide deposition testimony about the County's benefits program upon request, 06/01/2023-05/31/2025, NTE \$15,000.00.	6/1/2023	5/31/2025	\$15,000.00
Information Technology						
	PR00003388	Manager Tools LLC	Amd 2 to Agmt PR00003388 with Manager Tools LLC to provide effective manager training and associated license for IT managers and supervisors, 07/06/2021-09/10/2024, NTE \$60,000.00.	7/6/2021	9/10/2024	\$60,000.00
Library						
	PR00005423	Regents of the University of Minnesota	Agmt PR00005423 with Regents of the University of Minnesota to provide Youth Programming, 07/22/2023-08/15/2023, NTE \$1,660.00.	7/22/2023	8/15/2023	\$1,660.00
	PR00005425	Textile Center	Agmt PR00005425 with Textile Center to provide Art Programs, 07/18/2023-07/13/2024, NTE \$2,380.00.	7/18/2023	7/13/2024	\$2,380.00

	Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
Public Health						
	PR00002272	Cribs for Kids, Inc.	Amd 1 to Agmt PR00002272 with Cribs for Kids, Inc. to provide purchase of cribs and other safe sleep items, 07/01/2020-12/31/2023, NTE \$92,775.00.	7/1/2020	12/31/2023	\$92,775.00
	PR00004187	Lewis, Tenesha J.	Amd 3 to Agmt PR00004187 with Lewis, Tenesha J. to provide HIV training and awareness for Black Americans, 03/01/2022-12/31/2023, NTE \$23,233.00.	3/1/2022	12/31/2023	\$23,233.00
	PR00004920	Nurse-Family Partnership	Amd 1 to Agmt PR00004920 with Nurse-Family Partnership to provide program implementation support, 01/01/2023-12/31/2025, NTE \$86,727.00.	1/1/2023	12/31/2025	\$86,727.00
	PR00005010	East Bay Agency for Children	Amd 1 to Agmt PR00005010 with East Bay Agency for Children to provide Trauma-Informed Systems (TIS) Training, 02/01/2023-09/30/2023, NTE \$35,300.00.	2/1/2023	9/30/2023	\$35,300.00
	PR00005207	Samuel Simmons Consulting, LLC	Agmt PR00005207 with Samuel Simmons Consulting, LLC to provide Training for Rapid Rehousing staff on historical trauma and systemic racism, 07/01/2023-12/31/2023, NTE \$8,500.00.	7/1/2023	12/31/2023	\$8,500.00
	PR00005329	Reading & Math, Inc.	Agmt PR00005329 with Reading & Math, Inc. to provide School Housing Navigators, 07/17/2023-07/17/2024, NTE \$60,000.00.	7/17/2023	7/31/2024	\$60,000.00
	PR00005353	Kiwi Collaborative LLC	Agmt PR00005353 with Kiwi Collaborative LLC to provide Community-Led Wellbeing Project, 07/01/2023-06/30/2024, NTE \$40,000.00.	7/1/2023	6/30/2024	\$40,000.00

Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
PR00005354	Horizon Mental and Rehabilitation	Agmt PR00005354 with Horizon Mental and Rehabilitation to provide Community-Led Wellbeing Project, 06/01/2023-05/31/2024, NTE \$39,854.00.	6/1/2023	5/31/2024	\$39,854.00
PR00005355	Hmong Early Childhood Coalition	Agmt PR00005355 with Hmong Early Childhood Coalition to provide Community-Led Wellbeing Project, 06/01/2023-05/31/2024, NTE \$40,000.00.	6/1/2023	5/31/2024	\$40,000.00
PR00005356	African Career, Education & Resource	Agmt PR00005356 with African Career, Education & Resource to provide Community-Led Wellbeing Project, 07/01/2023-06/30/2024, NTE \$40,000.00.	7/1/2023	6/30/2024	\$40,000.00
PR00005357	Isuroon	Agmt PR00005357 with Isuroon to provide Community-Led Wellbeing Project, 06/01/2023-05/31/2024, NTE \$40,000.00.	6/1/2023	5/31/2024	\$40,000.00
PR00005358	Folwell Neighborhood Association	Agmt PR00005358 with Folwell Neighborhood Association to provide Community-Led Wellbeing Project, 06/01/2023-12/15/2023, NTE \$14,500.00.	6/1/2023	12/15/2023	\$14,500.00
PR00005360	Longfellow Community Council	Agmt PR00005360 with Longfellow Community Council to provide Community-Led Wellbeing Project, 06/01/2023-10/31/2023, NTE \$12,200.00.	6/1/2023	10/31/2023	\$12,200.00
PR00005361	Jordan Area Community Council	Agmt PR00005361 with Jordan Area Community Council to provide Community-Led Wellbeing Project, 06/01/2023-05/31/2024, NTE \$40,000.00.	6/1/2023	5/31/2024	\$40,000.00

Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
PR00005369	Greater Minneapolis Council of Churches	Agmt PR00005369 with Greater Minneapolis Council of Churches to provide Community-Led Wellbeing Project, 07/01/2023-06/30/2024, NTE \$39,100.00.	7/1/2023	6/30/2024	\$39,100.00
PR00005370	Art is My Weapon	Agmt PR00005370 with Art is My Weapon to provide Community-Led Wellbeing Project, 06/01/2023-05/31/2024, NTE \$39,600.00.	6/1/2023	5/31/2024	\$39,600.00
PR00005415	EBENEZER COMMUNITY CHURCH	Agmt PR00005415 with EBENEZER COMMUNITY CHURCH to provide Community-Led Wellbeing Project, 07/01/2023-06/30/2024, NTE \$40,000.00.	7/1/2023	6/30/2024	\$40,000.00
PR00005479	Center for Hmong Arts and Talent	Agmt PR00005479 with Center for Hmong Arts and Talent to provide Hmong Diabetes Management Videos, 08/01/2023-10/31/2025, NTE \$13,150.00.	8/1/2023	10/31/2025	\$13,150.00
PR00005554	Paone & Associates, LLC	Agmt PR00005554 with Paone & Associates, LLC to provide CAPABLE feasibility study, 08/01/2023-03/31/2024, NTE \$23,000.00.	8/1/2023	3/31/2024	\$23,000.00
PR00005560	Gary Taylor	Agmt PR00005560 with Gary Taylor to provide Executive Coaching, 09/01/2023-08/31/2024, NTE \$15,000.00.	9/1/2023	8/31/2024	\$15,000.00
Resident and Real Estate Services					
PR00005562	Quality Abstract Inc	Agmt PR00005562 with Quality Abstract Inc to provide Abstracts of Title, 08/14/2023-08/31/2025, NTE \$15,000.00.	8/14/2023	8/31/2025	\$15,000.00

	Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
Resident Services Administration						
	PR00005340	Carlson, Richard C.	Amd 1 to Agmt PR00005340 with Carlson, Richard C. to provide learn about Llamas, 06/18/2023-10/19/2023, NTE \$5,600.00.	6/18/2023	10/19/2023	\$5,600.00
	PR00005413	Sisters Camelot	Agmt PR00005413 with Sisters Camelot to provide Sisters Camelot Foodshare Program Food Truck, 06/28/2023-06/29/2023, NTE \$600.00.	6/28/2023	6/29/2023	\$600.00
	PR00005427	Literacy Minnesota	Agmt PR00005427 with Literacy Minnesota to provide 2023 Virtual Citizenship Courses, 07/11/2023-12/14/2023, NTE \$10,884.00.	7/11/2023	12/14/2023	\$10,884.00
	PR00005432	Snake Discovery, LLC	Agmt PR00005432 with Snake Discovery, LLC to provide "Snake Rattle and Roll" Program, 06/28/2023-06/29/2023, NTE \$335.00.	6/28/2023	6/29/2023	\$335.00
	PR00005462	Reptile & Amphibian Discovery Zoo	Agmt PR00005462 with Reptile & Amphibian Discovery Zoo to provide On-Site Program, 07/26/2023-07/27/2023, NTE \$410.00.	7/26/2023	7/27/2023	\$410.00
	PR00005478	Central Area Neighborhood Development	Agmt PR00005478 with Central Area Neighborhood Development to provide Seed Sorting/Harvest and Food Preservation, 08/08/2023-08/12/2023, NTE \$1,050.00.	8/8/2023	8/12/2023	\$1,050.00

	Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
Sheriff's Office						
	PR00003469	Gary Fischler & Associates	Amd 1 to Agmt PR00003469 with Gary Fischler & Associates to provide licensed psychological pre-employment assessments for prospective Sheriff's licensed deputy new hire candidates as well as re-evaluation and any fit-for-duty evaluations that may become necessary following critical incidents for these deputies, 07/23/2021-07/31/2025, NTE \$100,000.00.	7/23/2021	7/31/2025	\$100,000.00
	PR00004698	ANSI National Accreditation Board, LLC	Agmt PR00004698 with ANSI National Accreditation Board, LLC to provide annual assessment services of the Forensic Sciences Laboratory, 01/01/2023-12/31/2027, NTE \$74,025.00.	1/1/2023	12/31/2027	\$74,025.00
	PR00005274	American Correctional Assn	Agmt PR00005274 with American Correctional Assn to provide the American Correctional Association reaccreditation, 05/01/2023-04/30/2026, NTE \$21,700.00.	5/1/2023	4/30/2026	\$21,700.00
	PR00005300	Faul, Kiri A.	Agmt PR00005300 with Faul, Kiri A. to provide licensed psychological assessments, 06/01/2023-05/31/2025, NTE \$100,000.00.	6/1/2023	5/31/2025	\$100,000.00

Board Action Request

23N-0033

Item Description:

County Receivable contracts approved by the County Administrator during the second quarter of 2023. Report Number 23RAA - 2nd Qtr Rec.

Background:

Rec. Resolution 02-8-502 amended 94-10-737 and 95-2-36 permitting the County Administrator to enter into and sign all receivable contracts. This BAR continues quarterly communication of county receivable contracts to the Board.

Request for Administrative Approval Receivables Report

Report Communicated: August 22, 2023

BAR: 23N-0033

Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
Community Corrections and Rehabilitation					
A2311763	Tri-Construction Inc.	Agmt A2311763 with Tri-Construction Inc. to provide Productive Day Construction Labor, 5/1/2023 - 12/31/2023, recv \$100,000.00	5/1/2023	12/31/2023	\$100,000.00
A2311809	City of Orono	Agmt A2311809 with City of Orono to provide Landscape Maintenance, 8/1/2023 - 12/31/2023, recv \$7,797.80	8/1/2023	12/31/2023	\$7,797.80
County Attorney					
A2211369	State of Minnesota, Bureau of Criminal Apprehension	Agmt A2211369 with State of Minnesota, Bureau of Criminal Apprehension to provide a Joint Powers Agreement outlining terms for accessing the Criminal Justice Data Network, 9/1/2022 - 8/31/2027, recv \$0.00	9/1/2022	8/31/2027	\$0.00
Environment and Energy					
A2311706	Pioneer-Sarah Creek Watershed Management Commission	Agmt A2311706 with Pioneer-Sarah Creek Watershed Management Commission to provide protection of the natural resources within the Pioneer-Sarah Creek watershed, 3/9/2023 - 12/31/2023, recv \$335,629.00	3/9/2023	12/31/2023	\$335,629.00

Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
A2311750	Shingle Creek Watershed Management Commission	Agmt A2311750 with Shingle Creek Watershed Management Commission to provide opportunities for education and outreach to residents of Hennepin County regarding water and natural resources, 4/20/2023 - 12/31/2025, recv \$33,000.00	4/20/2023	12/31/2025	\$33,000.00
Facility Services					
A2311757	Special School District No. 1	Agmt A2311757 with Special School District No. 1 to provide Permit For Use of School District Space, 6/22/2023 - 8/14/2023, recv \$0.00	6/22/2023	8/14/2023	\$0.00
HS Access and Case Management					
A2211435	Champlin, Dayton, Rogers	Agmt A2211435 with Champlin, Dayton, Rogers to provide shared embedded SSW in police departments, 1/1/2023 - 12/31/2024, recv \$72,708.00	1/1/2023	12/31/2024	\$72,708.00
HS Access, Aging, and Disabilities					
A2010472	District 287	Amd 2 to Agmt A2010472 with District 287 to provide a System Navigator position, 1/1/2020 - 6/30/2025, recv \$480,000.00	1/1/2020	6/30/2025	\$480,000.00
HS Econ. Supports, Child Supports, and Well-Being					
A2311735	Mathematica, Inc.	Agmt A2311735 with Mathematica, Inc. to provide Statistical Services associated with SNAP Adults, 6/1/2023 - 10/31/2024, recv \$28,000.00	6/1/2023	10/31/2024	\$28,000.00

Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
A2311824	Minnesota Department of Human Services	Agmt A2311824 with Minnesota Department of Human Services to provide Fraud Prevention Investigations, 7/1/2023 - 6/30/2025, recv \$557,000.00	7/1/2023	6/30/2025	\$557,000.00
Human Resources					
A2311758	Municipal Building Commission	Agmt A2311758 with Municipal Building Commission to provide workers' compensation claims administration, 1/1/2022 - 12/31/2025, recv \$1.00	1/1/2022	12/31/2025	\$1.00
Human Services Administration					
A2311738	UCare	Agmt A2311738 with UCare to provide Health plan covering various services in HSPHD, 5/1/2023 - 4/30/2030, recv \$0.00	5/1/2023	4/30/2030	\$0.00
Medical Examiner					
A2311788	Regents of the University of Minnesota	Agmt A2311788 with Regents of the University of Minnesota to provide department facilities for the purpose of procuring eye tissue from human cadavers, 7/1/2023 - 3/31/2026, recv \$250,000.00	7/1/2023	3/31/2026	\$250,000.00
Public Health					
A2311573	Walgreens	Agmt A2311573 with Walgreens to provide 340b Pharmaceutical Rebate - Pharmacy Services, 1/1/2023 - 12/31/2024, recv \$0.00	1/1/2023	12/31/2024	\$0.00

Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
A2311828	BlueCross BlueShield (Blue Plus)	Agmt A2311828 with BlueCross BlueShield (Blue Plus) to provide health plan coverage for Family Home Visiting, 7/1/2023 - 6/30/2024, recv \$0.00	7/1/2023	6/30/2024	\$0.00
Sheriff's Office					
A2010364	Minneapolis Airport Comission	Amd 1 to Agmt A2010364 with Minneapolis Airport Comission to provide CAD to CAD connectivity for emergency dispatch services, 8/1/2020 - 7/31/2026, recv \$0.00	8/1/2020	7/31/2026	\$0.00
A2010365	City of Eden Prairie	Amd 1 to Agmt A2010365 with City of Eden Prairie to provide CAD to CAD connectivity for emergency dispatch services, 8/1/2020 - 7/31/2026, recv \$0.00	8/1/2020	7/31/2026	\$0.00
A2010366	City of Edina/Richfield Fire Department	Amd 1 to Agmt A2010366 with City of Edina/Richfield Fire Department to provide CAD to CAD connectivity for emergency dispatch services, 8/1/2020 - 7/31/2026, recv \$0.00	8/1/2020	7/31/2026	\$0.00
A2010368	City of St. Louis Park	Amd 1 to Agmt A2010368 with City of St. Louis Park to provide CAD to CAD connectivity for emergency dispatch services, 8/1/2020 - 7/31/2026, recv \$0.00	8/1/2020	7/31/2026	\$0.00
A2211140	City of Minneapolis	Amd 1 to Agmt A2211140 with City of Minneapolis to provide CAD to CAD connectivity for emergency dispatch services, 1/11/2022 - 7/31/2026, recv \$0.00	1/11/2022	7/31/2026	\$0.00
A2211509	University of Minnesota	Agmt A2211509 with University of Minnesota to provide Detox Transportation Services, 1/1/2023 - 12/31/2024, recv \$0.00	1/1/2023	12/31/2024	\$0.00

Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
A2311736	Office of Justice Program	Agmt A2311736 with Office of Justice Program to provide grant funding for the 2023 Pathways to Policing grant program, 5/1/2023 - 6/30/2024, recv \$34,865.00	5/1/2023	6/30/2024	\$34,865.00
A2311748	MN State Court Administration	Agmt A2311748 with MN State Court Administration to provide law enforcement services for the Fourth District Spring Bench Retreat, 4/13/2023 - 4/29/2023, recv \$1,351.62	4/13/2023	4/29/2023	\$1,351.62
A2311759	Minnesota Department of Natural Resources	Agmt A2311759 with Minnesota Department of Natural Resources to provide grant funding for the Federal Boating Safety Supplemental Patrol Grant, 5/12/2023 - 9/4/2023, recv \$28,500.00	5/12/2023	9/4/2023	\$28,500.00
A2311770	Fourth District Courts	Agmt A2311770 with Fourth District Courts to provide law enforcement services during the Community Listening Session on Juvenile Justice, 5/8/2023 - 5/21/2023, recv \$450.54	5/8/2023	5/21/2023	\$450.54
A2311771	MN State Court Administration	Agmt A2311771 with MN State Court Administration to provide law enforcement services for the Children's Justice Initiative - Reasonable Efforts Judicial Academy, 5/4/2023 - 5/19/2023, recv \$1,000.00	5/4/2023	5/19/2023	\$1,000.00
A2311807	Fourth Judicial Courts	Agmt A2311807 with Fourth Judicial Courts to provide payment for law enforcements services provided by the Sheriff's Office during the July 21, 2023 swearing in ceremony, 7/5/2023 - 7/26/2023, recv \$525.63	7/5/2023	7/26/2023	\$525.63

Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
A2311810	Minnesota Department of Public Safety	Agmt A2311810 with Minnesota Department of Public Safety to provide grant funding under the National Forensic Sciences Improvement grant, 4/1/2023 - 6/30/2023, recv \$47,163.00	4/1/2023	6/30/2023	\$47,163.00
A2311857	Fourth Judicial Courts	Agmt A2311857 with Fourth Judicial Courts to provide payment for law enforcement services provided by the Sheriff's Office during a Judicial Listening Session on July 11 at Mt. Olivet Church, 7/5/2023 - 7/26/2023, recv \$525.63	7/5/2023	7/26/2023	\$525.63
A2311858	Fourth Judicial Courts	Agmt A2311858 with Fourth Judicial Courts to provide payment for law enforcement services provided by the Sheriff's Office during a Judicial Listening Session on September 18 at Grace University Lutheran Church, 9/10/2023 - 9/25/2023, recv \$525.63	9/10/2023	9/25/2023	\$525.63
A2311863	Fourth Judicial Courts	Agmt A2311863 with Fourth Judicial Courts to provide payment for law enforcement services provided by the Sheriff's Office during the July 21, 2023, swearing in ceremony, 7/5/2023 - 7/26/2023, recv \$525.63	7/5/2023	7/26/2023	\$525.63
A2311886	Tennessee Titans	Agmt A2311886 with Tennessee Titans to provide motorcade services, 8/12/2023 - 2/1/2024, recv \$0.00	8/12/2023	2/1/2024	\$0.00
Transportation – Project Delivery					
A2311692	Rockford Area School District	Agmt A2311692 with Rockford Area School District to provide maintenance of improvements on the District's property as part of CSAH 50 Proj CP 2191700, PW 25-60-23, 3/1/2023 - 12/31/2030, recv \$0.00	3/1/2023	12/31/2030	\$0.00

Agreement #	Contractor	Summary of Services	Term Begin Date	Term End Date	Contract Amount
A2311774	MINNESOTA DEPARTMENT OF TRANSPORTATION	Agmt A2311774 with MINNESOTA DEPARTMENT OF TRANSPORTATION to provide maintenance of traffic signals on TH 62 at CSAH 32 by MnDOT and Richfield, PW 49-40-22, 5/9/2023 - 5/9/2029, recv \$0.00	5/9/2023	5/9/2029	\$0.00
A2311839	City of Eden Prairie	Agmt A2311839 with City of Eden Prairie to provide maintenance of county signal on CSAH 4 at Timber Lake Dr as part of PW 32-49-23, 7/11/2023 - 7/11/2030, recv \$0.00	7/11/2023	7/11/2030	\$0.00
A2311840	City of Eden Prairie	Agmt A2311840 with City of Eden Prairie to provide maintenance of county signal on CSAH 62 at CSAH 60 (Baker Rd) as part of PW 10-49-23, 7/11/2023 - 7/11/2030, recv \$0.00	7/11/2023	7/11/2030	\$0.00
A2311841	City of Eden Prairie	Agmt A2311841 with City of Eden Prairie to provide maintenance of county signal on CSAH 60 at Martin Dr as part of PW 28-49-23 , 7/11/2023 - 7/11/2030, recv \$0.00	7/11/2023	7/11/2030	\$0.00
A2311842	City of Eden Prairie	Agmt A2311842 with City of Eden Prairie to provide maintenance of county signal on CSAH 4 at Terrey Pine Dr as part of PW 27-49-23, 7/11/2023 - 7/11/2030, recv \$0.00	7/11/2023	7/11/2030	\$0.00
A2311843	City of Eden Prairie	Agmt A2311843 with City of Eden Prairie to provide maintenance for county signal on CSAH 4 at Wagner Way as part of PW 33-49-23, 7/11/2023 - 7/11/2030, recv \$0.00	7/11/2023	7/11/2030	\$0.00

HENNEPIN COUNTY

300 South Sixth Street
Minneapolis, MN
55487-0240

MINNESOTA

Board Action Request

23N-0034

Item Description:

Claim/Summons - 1. Claire Lee - RE: Claire Lee v. Hennepin County. - 2. Stephen Ruhr - RE: Motor vehicle damage. - 3. Hilary Marden-Resnik - RE: Motor vehicle damage.



BOARD OF HENNEPIN COUNTY COMMISSIONERS

A-2400 GOVERNMENT CENTER
MINNEAPOLIS, MINNESOTA 55487-0240

August 7, 2023

Claire Lee
10101 Lyndale Avenue S
Apt. 219
Bloomington, MN 55420

Dear Claire Lee:

RE: Claire Lee v. Hennepin County

Your communication reflecting a loss on March 3, 2023, which was served on August 4, 2023, will be formally recorded on the Communications List of the Hennepin County Board of Commissioners next meeting on August 8, 2023. The communication has been forwarded to the Civil Division of the Hennepin County Attorney's Office for investigation and further action. The investigation will not be completed until after the meeting date. You will be hearing from that office when the investigation is completed.

If you have further questions about this, you may contact the Hennepin County Attorney's Office at 612-348-5518.

Sincerely,

A handwritten signature in blue ink that reads "Karen L. Keller".

Karen L. Keller
Deputy Clerk to the County Board

cc: Jim Keele



BOARD OF HENNEPIN COUNTY COMMISSIONERS

A-2400 GOVERNMENT CENTER
MINNEAPOLIS, MINNESOTA 55487-0240

8/15/2023

Stephen Ruhr
10110 Hage Drive
Corcoran, MN 55374

Dear Stephen Ruhr:

RE: Motor vehicle damage

Your communication dated July 25, 2023, which was served by mail on August 15, 2023, will be formally recorded on the Communications List of the Hennepin County Board of Commissioners next meeting on August 20, 2023. The communication has been forwarded to the Civil Division of the Hennepin County Attorney's Office for investigation and further action. The investigation may not be completed until after the meeting date. You will be hearing from that office when the investigation is completed.

If you have further questions about this, you may contact the Hennepin County Attorney's Office at 612-348-5518.

Sincerely,

A handwritten signature in blue ink that reads "Karen L. Keller".

Karen L Keller
Deputy Clerk to the County Board

jv

cc: Jim Keeler



BOARD OF HENNEPIN COUNTY COMMISSIONERS

A-2400 GOVERNMENT CENTER
MINNEAPOLIS, MINNESOTA 55487-0240

8/16/2023

Hilary Marden-Resnik
4900 Morgan Avenue South
Minneapolis, MN 55419

Dear Hilary Marden-Resnik:

RE: Motor vehicle damage

Your communication dated June 6, 2023, which was served by mail on August 16, 2023, will be formally recorded on the Communications List of the Hennepin County Board of Commissioners next meeting on August 20, 2023. The communication has been forwarded to the Civil Division of the Hennepin County Attorney's Office for investigation and further action. The investigation may not be completed until after the meeting date. You will be hearing from that office when the investigation is completed.

If you have further questions about this, you may contact the Hennepin County Attorney's Office at 612-348-5518.

Sincerely,

A handwritten signature in blue ink that reads "Karen L. Keller".

Karen L Keller
Deputy Clerk to the County Board

IV

cc: Jim Keele

HENNEPIN COUNTY

300 South Sixth Street
Minneapolis, MN
55487-0240

MINNESOTA

Board Action Request

23N-0035

Item Description:

Letters - 1. 7/27/23 - Brian McCann, City of Victoria - RE: 2040 Comprehensive Plan Amendment. - 2. 7/27/23 - Sarah Smith, Community Development Director, City of Mound - RE: 2023 Amendment to 2040 Comprehensive Plan. - 3. Jason Aarsvold, Senior Municipal Advisor, City of Roger - RE: TIF District Plan. 4. 8/11/23 - Katie Rodriguez, City Manager - RE: City of Richfield; Best Buy Assessment Agreement.



Community of Victoria

Comprehensive Plan Amendment

Adjacent and Affected Jurisdiction Review and Comment Form

Date: July 27, 2023

To: Hennepin County
300 6th Street South
Minneapolis, MN 55487

Per Minnesota Statute [473.858 Subd. 2](#) and the Metropolitan Council, we are distributing the proposed Amendment to the City of Victoria Comprehensive Plan for your review and comment. The Comprehensive Plan Amendment can be found here:

<https://victoria.civicweb.net/document/34523/Preliminary%20Plat,%20Comprehensive%20Plan%20Amendment.pdf?handle=9C2752178EB140A4BCCB7F2570787FA3>

The City Council of The City of Victoria has authorized submittal of a Comprehensive Plan Amendment to revise the 2040 Future Land Use Map for development of a 147-unit senior living facility and two single-family parcels.

It is respectfully requested that you review the proposed Comprehensive Plan Amendment and send any comments or indication of no comment to The City of Victoria, 1670 Stieger Lake Lane, PO Box 36, Attn: Brian McCann, Victoria, MN 55386 by Monday, September 25, 2023. With regard to review of the Comprehensive Plan Amendment, we ask that you provide feedback as timely as possible within the requested 60-day comment period. Please be advised that email response is also acceptable and may be sent to bmccann@ci.victoria.mn.us.

In the event that there are questions regarding the Comprehensive Plan Amendment, or if additional information is needed, please contact Brian McCann, bmccann@ci.victoria.mn.us, 952-443-4223.

On behalf of The City of Victoria, we would like to thank you in advance for your assistance and prompt response.

Name of Sender Brian McCann

Date July 27, 2023

Signature of Sender





***City of Mound 2023 Amendment to 2040 Comprehensive Plan
Adjacent and Affected Jurisdiction Review and Comment Form***

July 27, 2023

To: David Able, City of Minnetrista
Laura Oakden, City of Orono
Marie Darling, City of Shorewood
Mike Anderson, City of Spring Park
David J. Hough, Hennepin County Administrator
Ashley Morello / Michael Olmstead, Hennepin County Transportation
Danny McCullough and Ann Rexine, Three Rivers Park District
Kevin Borg, Westonka School District (ISD No. 277)
Tod Sherman, MnDOT
Wes Saunders-Pearce / John ("Jack") Gleason, Area Hydrologists, MnDNR
James Wisker / Kayla Westerlund Minnehaha Creek Watershed District
Jessica Galatz, Hennepin County Regional Rail Authority
Jim Brimeyer, Lake Minnetonka Conservation District
Hennepin County Soil and Water Conservation District (SWCD)

Per Minnesota Statute [473.858 Subd. 2](#) and the Metropolitan Council, the City of Mound is distributing a proposed amendment to its 2040 Comprehensive Plan for your review and comment. The amendment can be found on the City's website under the [City News Section](#).

It is respectfully requested that you review the proposed 2040 Comprehensive Plan and send any comments or an indication of no comment by no later than **5:00 p.m. on Monday, September 25, 2023**. Your response can be sent to Sarah Smith, City of Mound Community Development Director, via email to sarahsmith@cityofmound.com or in writing to City of Mound, 2415 Wilshire Boulevard, Mound, MN 55364.

In the event that there are questions regarding the proposed amendment to 2040 Comprehensive Plan, or if additional information is needed, please contact Sarah Smith at 952-472-0604 or sarahsmith@cityofmound.com.

If another representative in your agency is responsible for or coordinating reviews of amendments to Comprehensive Plans, please forward this information and let the Sarah Smith at the City of Mound know who should be contacted in the future.

On behalf of the City of Mound, thank you in advance for your assistance and prompt response.



***City of Mound 2023 Amendment to 2040 Comprehensive Plan
Adjacent and Affected Jurisdiction Review and Comment Form***

Date:

Jurisdiction:

Reviewer Name (Print):

Reviewer Title:

Reviewer Signature:

Please check the appropriate box:

- We have reviewed the proposed 2023 Comprehensive Plan Amendment, do not have any comments, and are therefore waiving further review.
- We have reviewed the proposed 2023 Comprehensive Plan Amendment and offer the following comments (attach additional sheets if necessary)

**Please provide your response by no later than 5:00 p.m. on Monday, September 25, 2023.
Your response can be sent to Sarah Smith, City of Mound Community Development
Director, via email to sarahsmith@cityofmound.com or in writing to
City of Mound, 2415 Wilshire Boulevard, Mound, MN 55364**

August 14, 2023

Commissioner Kevin Anderson
Hennepin County Board of Commissioners
A 2400 Government Center
Minneapolis, MN 55487

Dear Commissioner Anderson:

The City of Rogers (the "City") is considering a proposal to modify the Development Program for Municipal Development District No. 1 and to adopt a Tax Increment Financing Plan (the "TIF Plan") to establish Tax Increment Financing District No. 18 (Duffy Downtown) (the "TIF District"). The TIF District will be a housing tax increment financing district. Tax increments collected from the TIF District will enable the City to facilitate construction of 40 units of affordable senior housing. The proposed location of the TIF District is within the Municipal Development District No. 1 and is indicated on the attached map.

Minnesota Statutes, Section 469.175, Subd. 2a, requires that prior to the adoption of a housing tax increment district, the City must notify the County Board member representing the area included in the proposed TIF District at least 30 days prior to publishing the notice of public hearing. A draft of the TIF Plan will be sent to the County Board and School Board by August 25, 2023.

We invite you to attend the public hearing to be held by the City Council at the City Council Chambers on September 26, 2023 beginning at approximately 7:00 PM. Please direct any comments or questions to Brett Angell at the City of Rogers at (763) 428-0915, or to me at (651) 697-8512.

Sincerely,

A handwritten signature in black ink that reads 'Jason Aarsvold'.

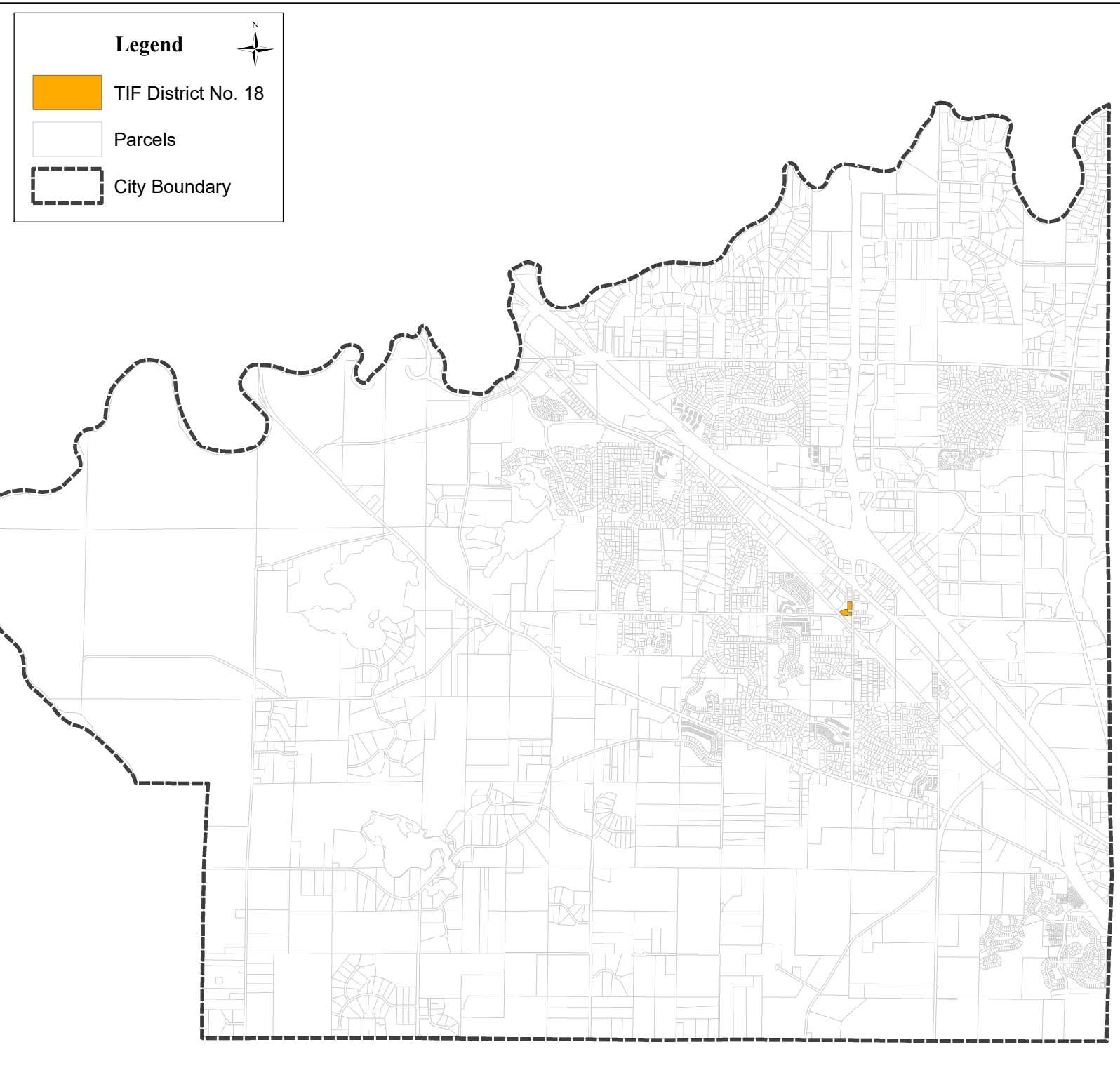
Jason Aarsvold, Senior Municipal Advisor

Acting for and on behalf of the City of Rogers, Minnesota

cc: Steve Stahmer, City of Rogers
Brett Angell, City of Rogers
Bridget Bruska, City of Rogers
Jenny Boulton, Kennedy & Graven, Chartered
Libby Kantner, Kennedy & Graven, Chartered

Tax Increment Financing District No. 18

Municipal Development No. 1





**Community Development Department
Housing and Redevelopment Authority**

August 11, 2023

MAYOR

MARY SUPPLE

CITY COUNCIL

SHARON CHRISTENSEN

SEAN HAYFORD OLEARY

SIMON TRAUTMANN

BEN WHALEN

CITY MANAGER

KATIE RODRIGUEZ

County Administrator Hough
Hennepin County Administration
Government Center A2303
300 South 6th Street
Minneapolis, MN 55487-0233

Re: Termination of Best Buy Assessment Agreement

Dear Mr. Hough:

I am writing regarding recent discussions that Best Buy representatives have had with Commissioner Debbie Goettel and her staff related to a request to modify, then terminate the Assessment Agreement for their property at 7601 Penn Avenue South. As you know, the City and Richfield Housing and Redevelopment Authority recently negotiated and approved an amendment to our Contract for Private Development with Best Buy that supports such a modification and termination. Per Statute, these approvals are contingent upon approvals by the Richfield School District and Hennepin County. Given that the deadline for a modification for 2023 (Pay 2024) taxes has now passed, Best Buy is now looking only for approval to terminate the agreement for 2024 (Pay 2025).

The City and HRA have determined, with the help of our financial advisors, that there will be no impact to Richfield taxpayers because of our decision. It is my understanding that because the property is within a Tax Increment Finance (TIF) District, there would also be no impact due to County approval. I would be happy to share any of the financial analysis undertaken by the City if it would be helpful in conducting an analysis of your own.

I expect that Best Buy representatives will be reaching out to you in the near future to discuss scheduling this item for consideration by the Board. To help facilitate this action, I have asked the HRA Attorney to prepare the enclosed draft resolution for your Board to consider.

Please feel free to reach out to me or to City Manager Katie Rodriguez with any questions. I can be reached at mpoehlman@richfieldmn.gov or 612-861-9766.

Kind regards,

Melissa Poehlman, AICP
Executive Director

Richfield HRA to Henn. Co.
August 8, 2023
Page 2

Enclosure

CC: Katie Rodriguez, City Manager
Debbie Goettel, Hennepin County Commissioner via email

Board Action Request

23-0331

Item Description:

Claims Register for the period ending August 25, 2023

Resolution:

BE IT RESOLVED, that the claims register for the period ending August 25, 2023, be ratified.

Background:

Resolution 07-4-154R1 delegated to the County Administrator and County Controller the authority to pay all claims of the County with subsequent ratification by the Board of Commissioners. Pursuant to Resolution 07-4-154R1 and Minnesota Statute 375.18, the list of all claims paid since the last regularly scheduled Board meeting is now presented to the Board for informational purposes and ratification. The Claims Register is on file with the Clerk of the Board.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0332

Item Description:

Claims Register for the period ending September 1, 2023

Resolution:

BE IT RESOLVED, that the claims register for the period ending September 1, 2023, be ratified.

Background:

Resolution 07-4-154R1 delegated to the County Administrator and County Controller the authority to pay all claims of the County with subsequent ratification by the Board of Commissioners. Pursuant to Resolution 07-4-154R1 and Minnesota Statute 375.18, the list of all claims paid since the last regularly scheduled Board meeting is now presented to the Board for informational purposes and ratification. The Claims Register is on file with the Clerk of the Board.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0333

Item Description:

Claims Register for the period ending September 8, 2023

Resolution:

BE IT RESOLVED, that the claims register for the period ending September 8, 2023, be ratified.

Background:

Resolution 07-4-154R1 delegated to the County Administrator and County Controller the authority to pay all claims of the County with subsequent ratification by the Board of Commissioners. Pursuant to Resolution 07-4-154R1 and Minnesota Statute 375.18, the list of all claims paid since the last regularly scheduled Board meeting is now presented to the Board for informational purposes and ratification. The Claims Register is on file with the Clerk of the Board.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0334

Item Description:

Claims Register for the period ending September 15, 2023

Resolution:

BE IT RESOLVED, that the claims register for the period ending September 15, 2023, be ratified.

Background:

Resolution 07-4-154R1 delegated to the County Administrator and County Controller the authority to pay all claims of the County with subsequent ratification by the Board of Commissioners. Pursuant to Resolution 07-4-154R1 and Minnesota Statute 375.18, the list of all claims paid since the last regularly scheduled Board meeting is now presented to the Board for informational purposes and ratification. The Claims Register is on file with the Clerk of the Board.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0335

Item Description:

Amd 1 to for Agmt PR00002275 with Parallel Technologies, Inc. for continued implementation of a countywide access control and video management system, software licenses, hardware, and maintenance, no change to dates, incr NTE by \$3,500,000

Resolution:

BE IT RESOLVED, that Amendment 1 to Agreement PR00002275 with Parallel Technologies, Inc., for continued implementation of a countywide access control and video management system, software licenses, hardware, and maintenance be increased by \$3,500,000 for a new total not to exceed amount of \$9,260,745.32 with no change to dates, be approved; and that the Chair of the Board be authorized to sign the agreement on behalf of the county; and that the Controller be authorized to disburse funds as directed.

Background:

Since 2020, Facility Services, Information Technology, and the Operations Business Information Office have made significant progress on this countywide enterprise security system upgrade. This project supports the replacement of three major countywide systems which are outdated or have reached end-of-life: video monitoring and recording, access control (badge management), and alarm monitoring. These systems are critical in creating safe and secure environments for residents and staff.

The project has delivered benefits such as: automating aspects of card access management, improving usability and monitoring by incorporating card access and cameras on a single viewing screen for end-users, updating standards by camera type while reducing costs, improving systems reliability, and reducing the overall cost of hardware support/ownership by updating hardware that was previously proprietary.

The project team has successfully implemented the new system in 49 of 90 facilities. To complete the remaining 41 facilities, the contract must be amended to increase the contract amount from \$5,760,754.32 to \$9,260,754.32. The contract increase amount is within the capital budget for the project, Countywide Security Systems & Equipment project (CP: 1002242). Operating and maintenance costs are included in the Facility Services and Information Technology budgets.

In 2019, Facility Services issued Request for Proposals and received nine proposals. The review panel recommended Parallel Technologies; a 33-year-old firm headquartered in Eden Prairie. The company utilizes IBEW electricians represented by Locals 292, 110, and 343. All replacement cameras have been competitively procured under a pre-existing state agreement to manage project costs.

While the project began as a 'like-for-like' camera and system replacement effort, it quickly became apparent every camera needed to be assessed to identify gaps in monitoring and to create efficiencies. The scope of the project increased based on a number of issues including additional square footage in projects such as the Northpoint expansion, expanding the project from a Facility Services project to an enterprise-wide project, and other associated costs such as additional cameras, cabling, and installation.

The project is expected to be complete in the Q1, 2024.

Current Request: This is a request to amend agreement Agmt PR00002275 with Parallel Technologies, Inc., to increase the not to exceed amount to \$9,260,754.32.

Impact/Outcomes: This request will enable the project team to replace the county's existing access and video monitoring platforms and improve performance by providing integration to existing county systems, improving video quality, enhancing user operability, and improving data accuracy. Additionally, Facility Services, the Sheriff's Office, and DOCCR workloads are reduced as systems are streamlined, and annual support costs and dependencies on vendors is reduced.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0336

Item Description:

Authorization to advertise, receive proposals, proceed with a single construction contract and transfer \$1,100,000 in unused funds from JDC Safety Upgrades (CP 1007207) to JDC Ceiling Tile and Lighting Upgrades (CP 1009341)

Resolution:

BE IT RESOLVED, that the following actions be approved for the JDC Ceiling Tile and Lighting Upgrades project (capital project 1009341):

- Authorization to advertise and receive proposals.
- Authorization to proceed with a single contract to include general, mechanical, and electrical construction; and

BE IT FURTHER RESOLVED, that the County Administrator be authorized to award a contract to the contractor offering the best value if the proposals are within the approved project budget; that the Chair of the Board be authorized to sign the contract on behalf of the County after the performance and payment bonds have been properly executed; and that the Controller be authorized to disburse funds as directed; and

BE IT FURTHER RESOLVED, that the JDC Ceiling Tile and Lighting Upgrades project (CP1009341) be increased by \$1,100,000 and that \$1,100,000 in prior appropriations for the JDC Safety Upgrades project (CP1007207) be transferred to the JDC Ceiling Tile and Lighting project and the JDC Safety Upgrades project budget be reduced accordingly; and the Controller be authorized to transfer and disburse funds as directed.

Background:

The Department of Community Corrections and Rehabilitation (DOCCR) operates the Juvenile Detention Center (JDC) located at 510 Park Avenue South in Minneapolis.

This project will renovate 14,500 square feet of the existing ceiling grid and replace the existing light fixtures and diffusers, which are original to the 1982 building, with detention grade materials to meet industry standards for correctional facilities. Any florescent bulbs will be replaced with LED lights which will reduce energy use by 75% and increase the life of the bulb by 2-3 times. Project scope includes hallways, restrooms, office space, interview rooms, classrooms, and breakrooms.

Current Request: Approval is requested to authorize the County Administrator to award a contract to the contractor offering the best value if the proposals are within the proposed budgets, and to transfer funds between JDC capital budgets.

Impact/Outcomes: The project will improve and upgrade a county asset for staff and youth. The project also aligns with the County's climate action plan by adding lighting controls and new LED light fixtures.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0337

Item Description:

Amd 1 to Agmt PL00000269 with Metre LLC for media planning, media procurement, and limited creative services to advance County's strategic priorities, no change to dates, incr NTE by \$500,000

Resolution:

BE IT RESOLVED, that Amendment 1 to Agreement PL00000269 with Metre LLC to provide strategic media planning, media procurement, and creative services to advance the County's pandemic recovery and Disparity Reduction strategic priorities be approved to increase the not to exceed amount by \$500,000 for a new total not to exceed amount of \$3,500,000, and to increase the maximum payments for hourly agency fees to \$500,000; that the Chair of the Board be authorized to sign the amendment on behalf of the County; and that the Controller be authorized to disburse funds as directed.

Background:

Board action request 220388, adopted in October 2022, authorized negotiation of an agreement with Metre LLC for media planning and ad buying services in support of Hennepin County's paid media campaigns.

This BAR requests a \$500,000 increase to the NTE in anticipation of projected demand and response to known approved funding for media services through the end of the contract term, December 31, 2024. A detailed memo and campaign results report have been provided as background. The partnership with Metre, particularly in supporting pandemic response initiatives has proven highly successful.

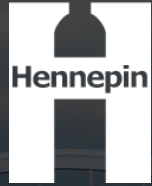
Working with Metre, Hennepin County is better positioned to:

- Analyze and increase the efficacy of ad campaigns
- Effectively reach priority populations
- Align media buying activity across the organization
- And reduce costs

Highlighted outcomes to date include:

- 15 campaigns currently in-flight or completed
- 101 million impressions
- 163,031 digital clicks
- \$650,000+ spent in BIPOC-owned/BIPOC targeted media outlets
- \$507,000 total added value negotiated in media buying

Recommendation from County Administrator: Recommend Approval

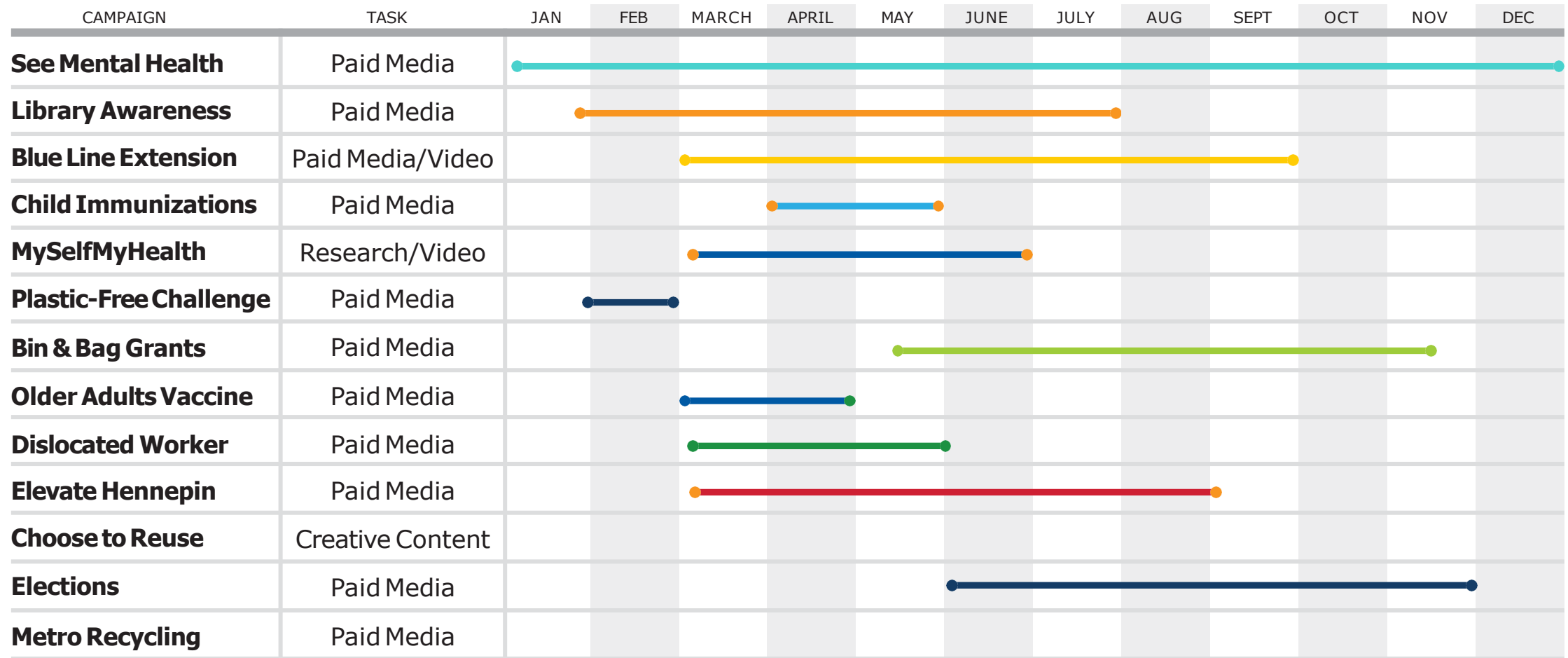


Q2 CAMPAIGNS UPDATE

August 17, 2023



2023 Campaigns



CAMPAIGNS SUMMARY

January-June 2023

Dates: January-June 2023

Digital Clicks: 163,031

Digital Impressions: 29,173,143

Traditional Impressions: 101,023,107

Media Highlights

15

Campaigns/department projects and counting

101

Million Impressions

163,031

Clicks

\$650,000+

spending in BIPOC-owned/targeted media outlets (2023 planned)

40-64%

of major campaign media outlets purchased are locally BIPOC-owned

\$507,000

in added value negotiated for the year

All data is to-date in 2023

CAMPAIGN OVERVIEW

Campaign Highlights

See Mental Health *(runs through 2023)*

- 96.7 million total impressions
- 16.7 million digital media impressions
- 69.2 million traditional media impressions
- 10.8 million community media impressions
- 75,880 digital ad clicks
- 51,931 unique seementalhealth.org website visitors
- 9.4 million digital BIPOC impressions (56% of all ads)
- 39.1 million total BIPOC impressions
- 43% of all media outlets purchased are BIPOC-owned
- By end of campaign, 44% of all dollars spent will be through BIPOC-owned media outlets
- 24.2 million total youth impressions in Q1
- Approximately 50 interview opportunities and 75 editorial opportunities have been secured
- 28 local media outlets have offered earned media opportunities
- \$326,000 in added value has been secured toward the full campaign
- Over 2,363 users have visited the site directly, a sign that the traditional campaign is effectively delivering visitors
- Website visitors are spending an average of 3 minutes and 35 seconds on non-English pages (a positive indicator of engagement)

See Mental Health

See
the joy in
connection.

Made possible by Hennepin County



See
mental
health
.org

LAMAR

I reached out
and it saved me.

We can see we're not alone.

SONY

When we see mental health, we see a community that cares.

Learn more

See
mental
health

Sahan Journal

Jovan Speller
Rebollar named
new leader of
The Great
Northern

Beloved
Minneapolis
bakery Koster
Court to reopen
at Asia Mall in
late 2023

When we see
mental health,
we see a
community
that cares.

See
mental
health

Learn more

See Mental Health



96.7 Million
total impressions

75,880
digital ad clicks

CAMPAIGN OVERVIEW

Campaign Highlights

Blue Line Extension *(campaign runs March-October)*

- Campaign digital media includes Facebook, Instagram, YouTube, and Display
- Campaign traditional media includes community radio stations, community websites, transit ads, and gas station TV ads
- 4,901,491 million total impressions
- 3,315,872 million traditional impressions
- 1,585,619 digital impressions
- 14,910 digital ad clicks
- Social ads are effectively driving positive, healthy online conversations
- 60% of media outlets utilized are locally BIPOC-owned
- 42% of all dollars spent will be through locally BIPOC-owned media outlets
- 63% of digital media is reaching BIPOC audiences
- 62 bonus spots with KMOJ for an estimated 62,000 impressions
- 310,193 bonus impressions earned through Intersection transit advertising

Blue Line Extension



CAMPAIGN OVERVIEW

Campaign Highlights

Environment Grants for Business *(campaign runs May-November)*

- Digital media campaign including paid search and display ads
- Campaign featured a postcard mailer sent to a purchased mailing list
- 1,980,985 digital impressions
- 15,231 digital ad clicks
- 77 grant form email submissions (51 from paid search and 26 for a mailer)
- A campaign has a goal of 90 grants
- The paid search campaign is currently driving submissions at \$55.47 per submission
- CTR (click-through rates) for the search campaign are very high at 11.2%. Most campaigns fall between 3% and 5%

Environment Grants for Business

FREE BINS + FREE BAGS to improve recycling at your business.

[Learn More](#)



FREE BINS + FREE BAGS

Apply for a Bin and Bag Grant at hennepin.us/bins-bags



6:22 PM

Home Posts Videos Photos Community

Hennepin County
2 hrs · 🌐

Make recycling easy with **FREE BINS + FREE COMPOSTABLE BAGS**

12 Like Comment Share



FREE BINS + FREE BAGS

Get free recycling bins and compostable bags for your business!

[Learn More](#)

Apply for a Bin and Bag Grant.



Recycling at your business
Free recycling bins and compostable bags!

Bin and Bag Grants are here to help you put a waste and recycling plan in place. Hennepin County offers grants, signage and technical assistance to help businesses reduce waste and improve recycling. Small businesses and nonprofit organizations located in Hennepin County are eligible to select from our offerings of blue or green containers for collecting recycling and organics and up to a 3-month supply of BPA-certified compostable bags. Applications are accepted until November 13, 2023 or until available grant funds run out.

Visit hennepin.us/businessrecycling to learn more and request business recycling assistance for your organization.

PRISM 310
US Postage
Paid
Twin Cities MN
Permit 3273

businessrecycling@hennepin.us
612-375-4958

CAMPAIGN OVERVIEW

Campaign Highlights

Elevate Hennepin *(campaign runs March-September)*

- A digital only campaign with only paid search ads
- 32,760 digital impressions
- 2,580 digital ad clicks delivering users to a Qualtrics form
- The campaign CTR of 8% is significantly higher than the average CTR of 3.17%
- The average monthly CTR of the campaign has increased each month of the campaign (7.31% in March to 8.34% in June)
- Keywords related to grants, financing, and resources have been the most effective source of clicks

CAMPAIGN OVERVIEW

Campaign Highlights

Elections *(campaign runs June-November)*

- Digital media including Facebook, Instagram, YouTube, Display, Snapchat, and influencers
- Traditional media that includes local radio stations and community websites
- 499,508 total impressions
- 431,541 traditional impressions
- 67,967 digital impressions
- 1,090 digital ad clicks

Elections



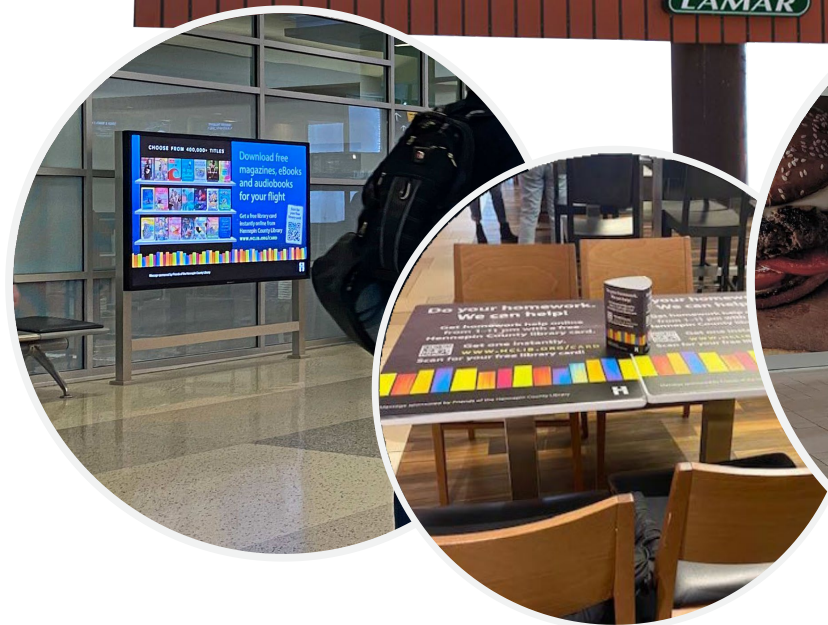
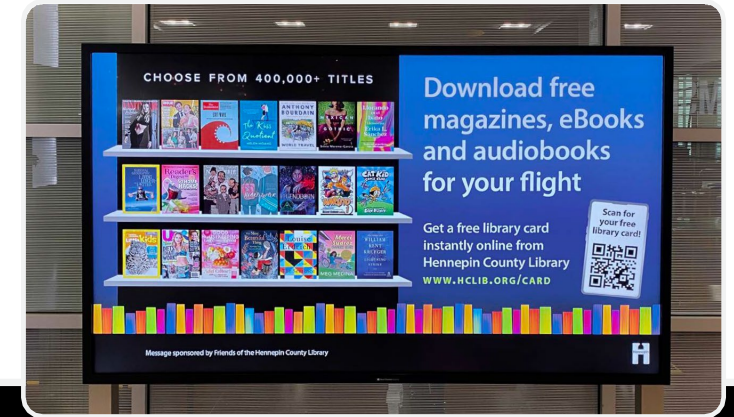
CAMPAIGN OVERVIEW

Campaign Highlights

Public Library *(campaign runs January-July)*

- A traditional media only campaign including OOH advertising, airport ads, grocery store TV, movie theatre ads, and mall ads
- 26,185,661 traditional impressions
- 2,000+ landing page visits
- 700+ QR code scans
- Top QR code scan location: MSP Terminal 2
- 6,000+ new e-cards issued since February
- Email nurture campaign open rate: 63% (zero unsubscribes)
- Email nurture campaign click rate: 4.5%

Public Library Awareness



CAMPAIGN OVERVIEW

Campaign Highlights

Metro Region Career Force *(Campaign ran in March)*

- Campaign included community radio, community websites, and Intersection transit advertising
- 1,151,314 traditional impressions
- 488,719 bonus impressions through Intersection transit advertising

Dislocated Worker



FREE and FULL Career Services

WHAT'S NEXT

EMPLOYER CONNECTIONS

JOB TRAINING to elevate YOUR CAREER

INCREASE your EARNINGS

Job power.

CareerForceMN.com/Metro (612) 876-2366



CareerForce
Minnesota's Career Resource

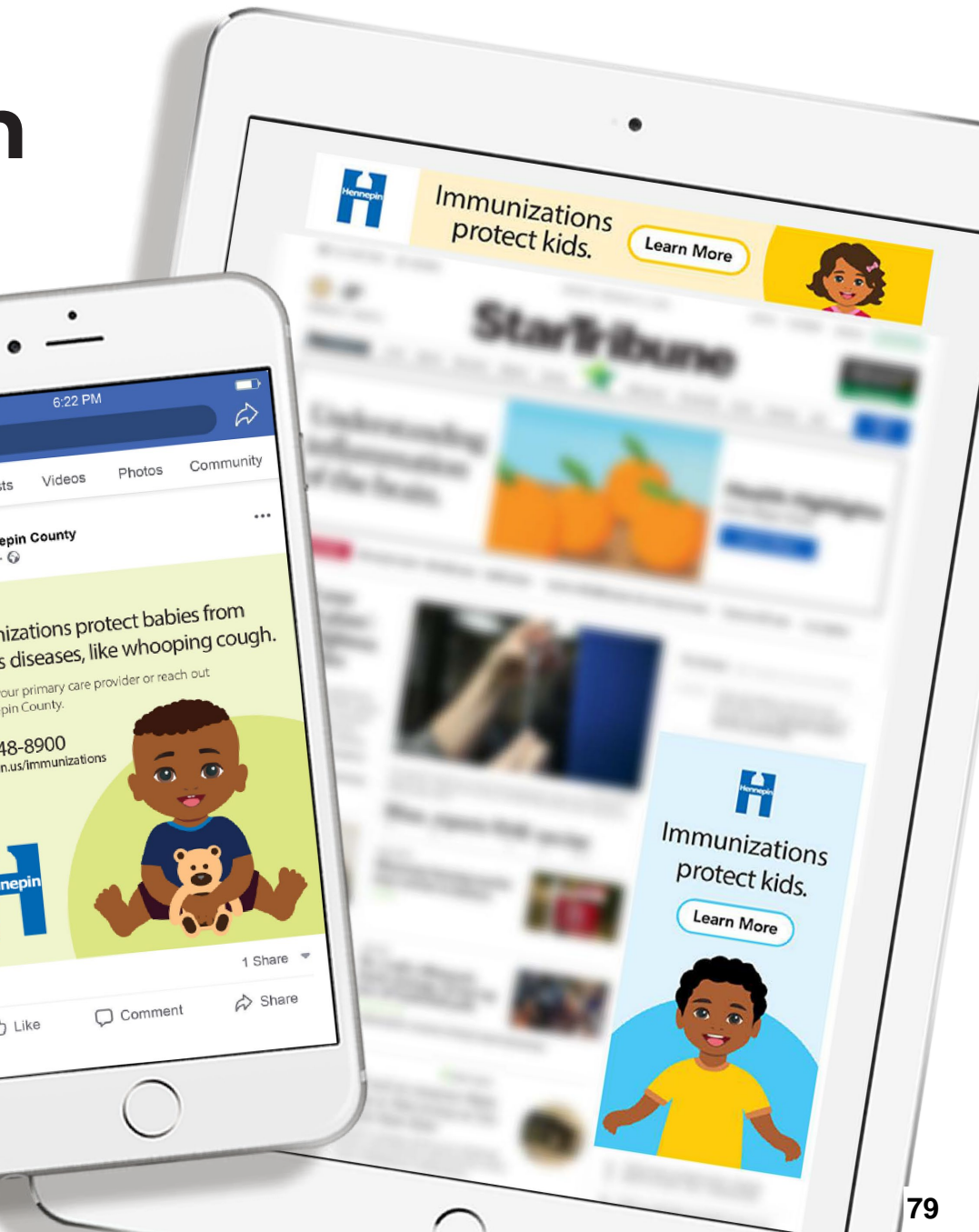
CAMPAIGN OVERVIEW

Campaign Highlights

Childhood Immunizations *(campaign ran April-May)*

- 5,668,831 digital impressions
- 27,667 digital ad clicks
- 250,000 traditional media impressions
- 53% estimated target audience reach (parents of children 0-17)
- Estimated target audience frequency of 4.36x

Childhood Immunization



CAMPAIGN OVERVIEW

Campaign Highlights

Older Adult Vaccine *(campaign ran March-April)*

- 51,310 digital impressions
- 624 digital ad clicks
- 63% of media outlets used are locally BIPOC-owned
- 49% of digital media is reaching BIPOC audiences
- Using creative What's App targeting and a follow-up campaign is planned for fall

Older Adults Vaccine

WE CAN DO THIS

Find updated COVID vaccines at [vaccines.gov](https://www.vaccines.gov)

Paid for by the U.S. Department of Health and Human Services

Older adults have the highest risk of getting very sick, needing hospital care, or dying from COVID-19.

Certain medical conditions can also increase your risk for severe illness.

People at increased risk, and those who live with or visit them, need to take precautions to protect themselves from getting COVID-19.

WE CAN DO THIS

Las personas mayores son más propensas a ponerse muy enfermas, necesitar hospitalización o morir a causa del COVID-19.

Ciertas condiciones médicas también incrementan el riesgo de padecer una enfermedad grave.

Personas con mayor riesgo, y quienes viven con ellos o los visitan, necesitan tomar más precauciones para protegerse de contagiar el COVID-19.

JUNTOS SÍ PODEMOS

6:22 PM

Home Posts Videos Photos Community

Hennepin County
2 hrs · 🌐

WE CAN DO THIS

Keep up your protection against COVID

👍 12

👍 Like 💬 Comment ➦ Share

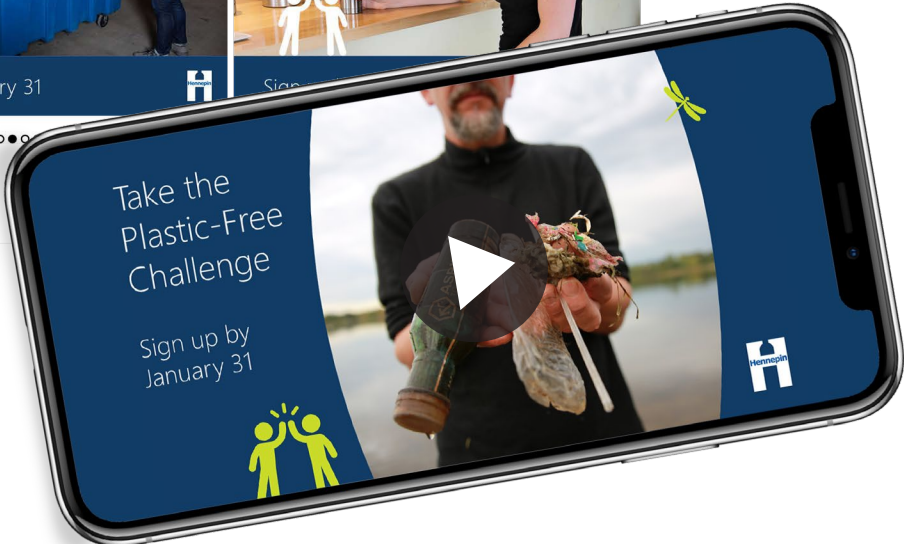
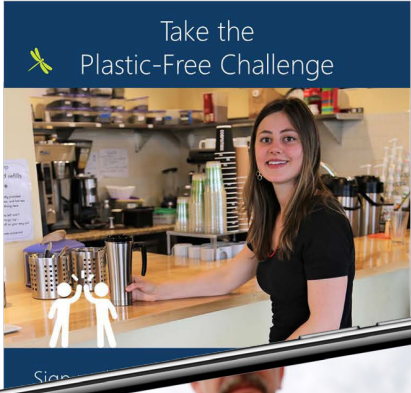
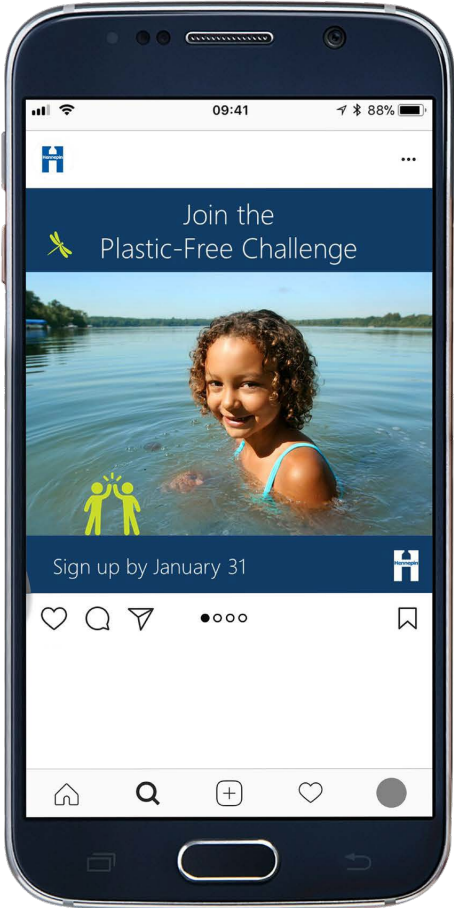
CAMPAIGN OVERVIEW

Campaign Highlights

Plastic-Free Challenge *(campaign ran January-February)*

- A digital only campaign featuring Facebook, Instagram, Snapchat, TikTok, and LinkedIn
- 3,085,671 digital impressions
- 25,049 digital ad clicks
- 1,550 participants took the challenge—41% increase compared to 2022

Plastic-Free Challenge



CAMPAIGN OVERVIEW

Upcoming

Stop Food Waste Challenge *(running in July only)*

- Campaign has surpassed participant goal of 438 participants (580 as of August 17)

Cope: mobile crisis response

- In creative development

Choose to Reuse

- Content generation ongoing, media plan upcoming

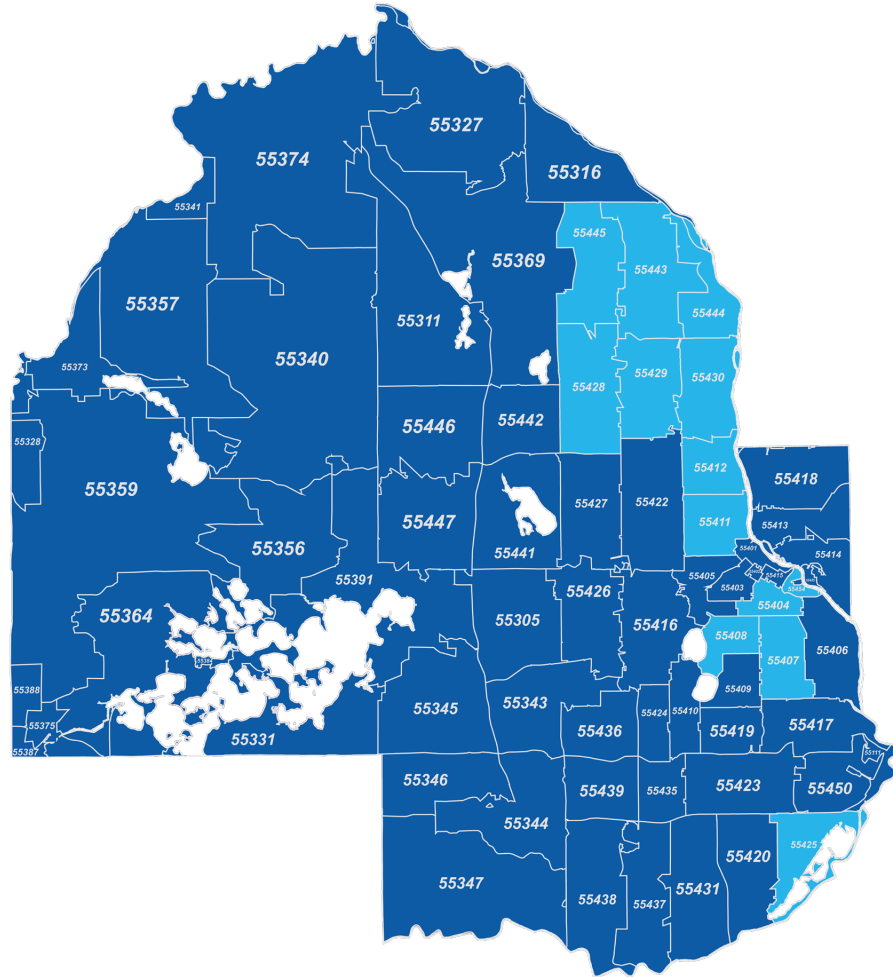
MySelfMyHealth

- In creative development

Metro Recycling

- In creative development

Reaching Racially and Ethnically Diverse Communities



40-64% of major campaign media outlets purchased are locally BIPOC owned

Racially and Ethnically Diverse Community Media

- | | | |
|---------------------|-----------------------|---------------------------|
| 3Hmong TV | Latino American Today | Twin Cities Radio Network |
| Church bulletins | MN Spokesman Recorder | Univision |
| El Minnesota de Hoy | Mshale | WFNU |
| Hmong Times | Native Roots Radio | WREY |
| Hmong Today | New Prensa | Yooyyaa Media |
| Influencers | North News | |
| Insight News | Oromia 11 | |
| KFAI | Oromo Diasporo Media | |
| KMOJ | Sahan Journal | |
| KMTV | Somali TV | |
| KRSM | Telemundo | |
| La Raza | The Circle | |

● 34-82% Racially and Ethnically Diverse Population ● >33% Racially and Ethnically Diverse Population



Thank You

Board Action Request

23-0338

Item Description:

Adopt revisions to the Hennepin County purchasing rules, including authority to select Construction Manager at Risk

Resolution:

BE IT RESOLVED, that the Hennepin County Board of Commissioners adopts the revised Hennepin County Purchasing Rules, dated August 2023; and

BE IT FURTHER RESOLVED that Hennepin County approves special law, Laws of Minnesota 2023, chapter 62, article 3, section 19, and may proceed to select a construction manager at risk if:

- (1) the county receives only one proposal from a construction manager for a project; and
- (2) the county determines the construction manager at risk marketplace is limited and the benefit of issuing a new solicitation is not practicable.

Background:

In November 2022 the Hennepin County Board adopted the 2023 State Legislative Priorities and Platform (Resolution 22-0457) that contained several priorities related to county procurement.

The proposed revisions to the Hennepin County Purchasing Rules reflect the 2023 changes to Minnesota Statutes, including:

1. Construction Manager at Risk (Minnesota Statutes, section 471.463); effective August 1, 2023
 - a. MN Laws, Ch. 62, Art. 3, Sec. 19, allowing Hennepin County to proceed to select a construction manager at risk if:
 - (1) the county receives only one proposal from a construction manager for a project; and
 - (2) the county determines the construction manager at risk marketplace is limited and the benefit of issuing a new solicitation is not practicable.

This law requires approval by the Hennepin County Board before it goes into effect and a certificate will need to be filed with the Minnesota Secretary of State.

2. Solicitations to small business enterprises, increasing the limit from \$250,000 to \$500,000 (MN Stat. 383B.145 subd. 11); effective August 1, 2023
3. Repealed MN Stat. 383B.143 Subd. 3 limiting an agreement duration to seven years

The Hennepin County Purchasing Rules codify County Board resolutions/policies and Minnesota statutes governing purchasing. The County Board last approved revisions to the County's Purchasing Rules in 2022, Resolution 22-0513.

Recommendation from County Administrator: Recommend Approval

HENNEPIN COUNTY PURCHASING RULES

Board Approval – August 2023

HENNEPIN COUNTY PURCHASING RULES
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HENNEPIN COUNTY PURCHASING RULES

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HENNEPIN COUNTY PURCHASING RULES

Section 1: Purpose

The purpose of these Rules is to establish Hennepin County policies necessary for the County to conduct its business for purchasing, acquiring or selling all commodities, equipment, property, and services, including personal, professional and human services. To that end, these policies will:

- A. Incorporate and comply with all applicable Minnesota Statutes and Hennepin County Board Resolutions;
- B. Assist in the efficient and effective acquisition of needed commodities and services;
- C. Facilitate purchases of the greatest value for the cost
- D. Facilitate the purchase of sustainable goods and services that otherwise meet price, performance, and availability requirements and advance County goals;
- E. Maximize the benefit to the County for the sale or disposal of all property;
- F. Provide guidance to departments and vendor community for performing purchasing-related tasks;
- G. Provide contract administration and management guidance to County managers and other County staff; and
- H. Authorize the County Administrator to annually update and publish the Purchasing Rules, incorporating changes from Board resolutions, Minnesota statutes, and purchasing best practices. Except, changes that are substantive, policy related, or that modify agreement signature authority shall receive the Board's consent prior to taking effect.

Purchasing procedures may be included in the Administrative Manual.

HENNEPIN COUNTY PURCHASING RULES

Section 2: Ethics

All persons authorized to make purchases on behalf of Hennepin County will uphold and comply with the following standards:

- A. Employees shall ensure that all purchases and sales comply with MN Statutes. Any purchase or sale not in compliance with law will be void and the director of the organization making the purchase or sale will be personally liable for the cost of the order and for the reasonable value of the materials or equipment sold. MN Stat. 383B.149
- B. Employees shall not take advantage of their positions as County employees for personal gain.
- C. Employees will represent the County's interests in all transactions and will maintain independence in all interactions with vendors.
- D. No County employee shall have a financial interest, direct or indirect, in any contract or purchase. MN Stat. 383B.151
- E. Employees will treat all vendors and potential vendors honestly, fairly and impartially, giving no one preferential treatment.
- F. No County employee shall directly or indirectly receive money or anything of value from vendors doing business with the County. Hennepin County Human Resources Rules Section 16.3(c).
- G. No County employee shall make payments or incur obligations in excess of appropriations or when sufficient moneys are not or will not be available. MN Stat. 383B.116, Subd. 3
- H. Employees will follow the Rules of Conduct as set forth in the County's Human Resources Rules, particularly with respect to the rules regarding outside employment.
- I. Employees will follow the County's policy on Theft, Embezzlement and Other Dishonest Acts as set forth in the County's Administrative Manual.

HENNEPIN COUNTY PURCHASING RULES

Section 3: Equal Opportunity, Affirmative Action, and Underutilized Business Inclusion

The County Board of Commissioners has established three key programs to enhance diversity in County contracting and directed these programs be administered by the Purchasing and Contract Services Department: .

Equal Employment Opportunity and Affirmative Action Program – a program to ensure non-discrimination and promote the employment of women and minorities on County construction and non-construction contracts;

Small Business Enterprise Program – a race- and gender-neutral program to address identified barriers to small business formation and participation within County purchasing activities; and

Small Minority and/or Women-Owned Business Enterprise Program – a program that supplements and enhances the Small Business Enterprise Program with narrowly-tailored race- and gender-conscious measures to redress the contracting disparities documented in the 2017-Minnesota Joint Disparity Study (Study), and as amended, as referenced in Resolution 18-0140R2.

Resolution 00-8-590R2 authorized the County Administrator to make programmatic changes that are in accord with Hennepin County policy as it pertains to the Purchasing Department and Targeted Contract Services Division and that any programmatic changes will be reported to the County Board on a quarterly basis.

A. Employment EEO/AA Program

The County and its contractors will maintain a contracting environment that is free from discrimination based on race, color, creed, religion, national origin, sex, age, disability, marital status, sexual orientation, and public assistance status. Resolutions 84-5-403, 86-12-879R1, 87-6-394B as amended, 98-5-274, and 00-8-590R2

For contracts exceeding \$100,000, County shall:

1. Promote Affirmative Action Programs to encourage companies to actively seek qualified women and minorities for their employment opportunities.
2. Monitor contractor performance to meet goals, demonstrate goal-oriented actions and assure contractor adherence to their Affirmative Action Plan commitments, or make good faith efforts to do so. However, contracts made pursuant to MN Stat 471.345 Subd.20 may promote Affirmative Action by reporting requirements established by County.

HENNEPIN COUNTY PURCHASING RULES

Section 3: Equal Opportunity, Affirmative Action, and Underutilized Business Inclusion

3. Encourage labor and industry to train and hire unemployed and underemployed Hennepin County residents, including graduates of local training programs and ex-offenders, to meet the increased demand for a skilled workforce, while developing the County's economic resources.
4. Ensure that all contractors comply with the Contractor Non-Discrimination Statute. MN Stat. 181.59.
5. Ensure that non-exempt contractors with non-construction contracts maintain a workforce certificate with the Minnesota Department of Human Rights (MDHR). Resolution 18-0140R2.

B. Small Business Enterprise Program

The County is committed to breaking down the barriers small businesses face in accessing and participating in County business opportunities.

To promote and maintain an open competitive business environment with a level playing field, the County:

1. Certifies small business enterprises (SBEs) in construction, non-construction and personal and professional services for participation in the SBE Program and conducts SBE vendor searches for inclusion in solicitations. The County will recognize Targeted Group Small Business firms certified by the State of Minnesota and firms certified as Disadvantaged Business Enterprises (DBE) pursuant to the federal DBE certification program.
2. Sets SBE utilization goals and determines exceptions on construction and non-construction contracts over \$100,000.
3. Monitors whether contractors and their subcontractors demonstrate a good faith effort meeting an SBE utilization goal.
4. Determines the necessity for small businesses to be certified in order to do business with the County.
5. May establish, through a Request for Qualification or other selection process, a list of SBE and/or Target Group Small Business firms that may be directly solicited for construction, commodities or services within the statutory procurement rules.

HENNEPIN COUNTY PURCHASING RULES

Section 3: Equal Opportunity, Affirmative Action, and Underutilized Business Inclusion

C. Small Minority and/or Women-Owned Business Enterprise Program

The County is committed to redressing the contracting disparities with businesses owned by specific minority groups (MBEs) and women (WBEs), (the “Underutilized Firms”) as documented in the 2017-Minnesota Joint Disparity Study (Study), and as amended, as referenced in Resolution 18-0140R2. Resolutions 98-4-273, 99-8-583 and 08-590R2.

To promote a level playing field for small minority- and women-owned firms and to redress the contracting disparities documented in the Study, the County:

1. Certifies small business enterprises (SBEs), including firms owned by specific minority groups (MBEs) and women (WBEs) and conducts vendor searches for such firms for inclusion in solicitations.
2. The County Administrator may supplement and enhance the SBE program with narrowly-tailored race and/or gender-conscious measures to address the disparities documented in the Study, including setting utilization goals for Underutilized firms in contracts, and monitoring whether contractors demonstrate a good faith effort to meet such goals.
3. Purchasing and Contract Services Department will implement specific recommendations of the Study to reduce contracting disparities, and with input from Departments, will develop department-level contract inclusion goals and measures to reduce the contracting disparities documented in the Study, including for architectural and engineering contracts.

HENNEPIN COUNTY PURCHASING RULES

Section 4: County Board Contracting Authority

Except as otherwise delegated by these Rules or Board Resolution, the following sets forth purchasing related matters referred to the County Board for approval, ratification or information. This listing is not necessarily all-inclusive.

A. Approval

1. All contracts awarded to other than the lowest bidder meeting specifications (MN Stat. 383B.145, Subd. 8), and every grant and purchase of service contract for the purchase of community social services (MN Stat. 256.0112, Subd. 2) and all contracts awarded to businesses or social service organizations under the set-aside program (MN Stat. 383B.145, Subd. 5). Such contracts include those entered into for Hospital Shared Service Purchasing (MN Stat. 471.345, Subd. 10).
2. Road and Bridge, and Facility Construction Projects:
 - a. Schematic design and release of facility construction bid specifications:
 - 1) For new facility construction projects costing \$1,000,000 or more.
 - 2) For facility construction projects costing less than \$1,000,000 where there are major policy implications.
 - b. Contract awards:
 - 1) For facility construction projects (new construction, additions, and the acquisition of buildings and land).
 - 2) For facility remodeling/renovation/modification projects and facility asset preservation program projects costing \$500,000 or more or where there are major policy implications.
 - c. Road and bridge contract awards which require amendment(s) to approved project budgets resulting in a budget increase(s) or significantly affect the scope of the project.
 - 1) For Transportation Supplemental Capital Activities project contracts costing \$500,000 or more or where there are major policy implications.

HENNEPIN COUNTY PURCHASING RULES

Section 4: County Board Contracting Authority (contd)

- d. Any change order, contract amendment, or supplemental agreement which exceeds the approved project budget, or significantly affects the scope of a project.
3. Professional, personal, or human services contracts, including those contracts entered into through the State Cooperative Purchasing Venture, as follows:
 - a. contracts costing more than \$100,000; and
 - b. contracts or contract amendments where the not-to-exceed amount combined with the total expenditure under any and all existing contracts with the same Contractor during the 365 days preceding the start date of the new contract or amendment exceeds \$100,000.
4. Contracts for installment purchases, equipment/commodity leases, or lease purchases costing more than \$250,000 per annum.
5. Information Technology agreements exceeding \$500,000 per annum.
6. Transfer or sale of personal property, other than motor vehicles auctioned, where the estimated fair-market value of the property or sale proceeds exceeds the statutory bid limit.
7. Contracts for publication of official proceedings/matters. MN Stat. 375.12, MN Stat. 375.17, and MN Stat. 279.07-279.08.
8. Joint powers or cooperative purchasing agreements. MN Stat. 383B.143, Subd. 5 and 471.59
9. Except as expressly set forth herein, purchase, sale, lease or conveyance of real estate. MN Stat. 373.01
10. Lease of personal property to others. MN Stat. 373.01
11. Sole Source contracts that exceed \$250,000 per annum and that are not covered under Section 4(A)(3) above.

Facility construction project awards will be submitted for immediate approval at the first Board meeting following selection , whenever possible.

HENNEPIN COUNTY PURCHASING RULES

Section 4: County Board Contracting Authority (contd)

B. Ratification

1. Emergency purchases exceeding statutory bid limit. MN Stat. 383B.145, Subd. 2
2. Payments made to vendors prior to County Board approval in order for the County to avail itself of vendor discounts. MN Stat. 383B.147 and Resolution 81-1-61

C. Information

1. Delegation of authority to responsible officials to perform the purchasing powers and duties delegated to the County Administrator by the County Board. Resolution 80-1-2
2. Contracts for professional, personal, or human services not exceeding \$100,000, which were approved and signed by the County Administrator (or designee(s)). Resolution 02-500
3. Dispatch of county equipment and personnel to combat the danger of fires, hazard, casualty, or other similar occurrences taking place within or outside Hennepin County. Resolution 85-6-386R2
4. Temporary permits, licenses, leases, lease amendments, rights of entry and related property agreements that do not exceed \$15,000 per twelve-month period. Resolution 97-4-238

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority

A. County Administrator

1. County Board Resolution 80-1-2 delegated authority to the County Administrator to:
 - a. Implement the following purchasing functions:
 - 1) Purchasing and contracting for all goods, materials, supplies, equipment and contracted services, as provided in MN Stat. 383B.143.
 - 2) Preparing, reviewing, modifying, and approving all plans and specifications for goods, materials, supplies, equipment and contracted services.
 - 3) Transferring any goods, materials, supplies, or equipment to or between departments, boards, commissions and agencies.
 - 4) Selling or otherwise disposing of goods, materials, supplies, and equipment that are unusable or no longer required.
 - 5) Periodically reviewing and requiring department directors to supply necessary data concerning inventories and surpluses, and monitoring compliance by department directors with purchasing laws, rules, regulations and procedures.
 - b. Enter into price agreements and authorize directors of departments to make purchases within the scope of such agreements.
 - c. Make purchases in the event of emergencies when circumstances prevent the Board from acting.
 - d. Designate and delegate to a Purchasing Manager certain purchasing tasks empowered to the County Administrator under law or assigned to the Administrator by delegation of the Board.
 - e. Delegate to other persons those functions assigned to the County Administrator as Welfare Director.
2. In addition, Resolution 80-1-2 directed the County Administrator to:
 - a. Promulgate rules governing small purchases by departments.

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

A. County Administrator (contd)

- b. Establish rules and regulations defining the criteria and conditions for the prequalification of bidders.
 - c. Promulgate rules concerning notice requirements for the solicitation of bids.
 - d. Adopt, promulgate, amend, as necessary, and file with the County Board rules and regulations governing all of the subject matter contained in MN Stat. 383B.148.
3. Pursuant to MN Stat. 383B.15, Subd. 2., the County Administrator may waive a bond or bonds, at discretion, on deciding that the bond or bonds are not reasonable or necessary for the protection of the County.
4. Resolutions 80-1-2 and 86-11-870 delegate authority to the County Administrator to:
 - a. Enter into non-disclosure agreements with potential customers to protect the County's interests in allowing for the use, testing and evaluation of computer software developed by the County.
 - b. Enter into non-disclosure agreements with municipalities in Hennepin County for the use of computer software developed by the County.
 - c. Enter into non-disclosure agreements with third parties related to the sharing, exchange, or handling of data or information as required to conduct County business.
5. Resolutions 80-1-2, 98-4-233, 99-182, and 05-333 delegate the following authority to the County Administrator:
 - a. For road and bridge; solid waste; or construction, modification, maintenance, operation, and repair of County facilities and space used by the County:

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

A. County Administrator (contd)

- 1) Approve and sign facility remodeling/renovation/modification project contracts and facility asset preservation program contracts costing less than \$500,000 and where there are no major policy implications, and any change order, contract amendment, or supplemental agreement thereto. If the change order, contract amendment, or supplemental agreement increases the contract amount to \$500,000 or more or if it raises a major policy implication, the contract shall be referred to the Board for informational purposes.
- 2) For facility remodeling/renovation/modification project contracts and facility asset preservation program contracts costing \$500,000 or more or where there are major policy implications and for facility construction project contracts approve and sign any change order, contract amendment, or supplemental agreement which does not exceed the approved project budget and does not significantly affect the scope of the project.
- 3) Road and Bridge
 - a) Approve and sign contracts, contract amendments, change orders, supplemental agreements and increases to a contract sum that are within an approved project budget and do not significantly affect the scope of the project. Amendments to professional services agreements must not exceed 20% of the original contract award.
 - b) Approve and sign Transportation Supplemental Capital Activities project contracts costing less than \$500,000 and where there are no major policy implications, and any change order, contract amendment, or supplemental agreement thereto. If the change order, contract amendment, or supplemental agreement increases the contract amount to \$500,000 or more or if it raises a major policy implication, the contract shall be referred to the Board for informational purposes. Amendments to professional services agreements must not exceed 20% of the original contract award.

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

A. County Administrator (contd)

- c) For Transportation Supplemental Capital Activities project contracts costing \$500,000 or more or where there are major policy implications approve and sign any change order, contract amendment, or supplemental agreement which does not exceed the approved project budget and does not significantly affect the scope of the project. Amendments to professional services agreements must not exceed 20% of the original contract award
 - d) Advise and make contract award recommendations to the State Commissioner of Transportation for certain road and bridge projects financed either in whole or in part with federal funds, pursuant to MN Stat. 161.36 and P.W. 66-40-86.
 - e) Under the Federal Delegation of Authority program for certain federally funded projects, evaluate bids received, award contract to the lowest responsible bidder, issue contract payments to the contractor as the work proceeds. Resolution 00-12-931, Mn/DOT Agreement No. 81115, and P.W. 59-40-00
 - f) Approve partial payment in excess of 95% of contract work completed on a County road or County state-aid highway. MN Stat. 162.04
- b. For personal, professional, or human services:
- 1) Approve and sign contracts for personal, professional, or human services, as follows: contracts or contract amendments where the not-to-exceed amount combined with the total expenditure under any and all existing contracts with the same Contractor during the 365 days preceding the start date of the new contract or amendment costs \$100,000 or less. Approve and sign amendments to board approved contracts for personal, professional, or human services to extend the term of agreements without increasing the contract amount.
 - 2) Adjust human services contract amounts, adjust rates, add or delete service locations, or make minor service changes that are within an approved budget for a category of human service

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

A. County Administrator (contd)

(as denoted in County Board budget resolutions) and do not significantly affect the scope of the contract or category of service provision and directly benefit clients.

- c. Approve and sign installment purchases, equipment/commodity leases, or lease purchases not exceeding \$250,000 per annum.
 - d. Approve and effect the transfer or sale of personal property where the estimated fair-market value of the property or sale proceeds does not exceed the statutory bid limit and motor vehicle auction sales regardless of the amount of the sales.
6. Resolution 85-6-386R2 authorized the County Administrator to rent equipment to combat the danger of fire, hazard, casualty or other similar occurrences taking place within or occurring outside the territorial limits of Hennepin County.
 7. Resolution 87-5-336 authorized the County Administrator to accept right-of-way quit claim deeds on behalf of the County.
 8. Resolution 97-4-238 authorized the County Administrator to approve and sign temporary permits, licenses, leases, lease amendments, rights of entry, and related property agreements that do not exceed \$15,000 per twelve month period, provided that it is hereby required that the agreements listed in the quarterly report as set forth in said resolution be ratified and approved by the Board.
 9. Resolution 01-4-263 directed the County Administrator to establish minimum recycled content standards for the purchase of designed products, incorporating State and Federal guidelines and minimum content standards. The County Administrator shall update procedures as necessary to maximize the County's procurement of environmentally preferable products.
 10. Resolution 02-7-471 authorized the County Administrator to permit current and new County Cooperative Purchasing Program members to access certain County professional service agreements; to negotiate new agreements with existing cooperative members, and to negotiate new agreements with other Minnesota governmental units.
 11. Pursuant to MN Stat. 383B.142, Subd. 2 and Resolution 80-1-2 the County Administrator directed the Deputy County Administrator, Assistant County Administrators, Purchasing Manager, and Central Services Manager to perform certain responsibilities assigned to the Administrator

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

A. County Administrator (contd)

by MN Stat. 383B.141 to 383B.151 and the resolution. Responsibilities of these positions are set forth in the following paragraphs.

12. Resolution 07-4-154R1 authorized the County Administrator to approve amendments or revisions to the purchasing credit card contract and program policies and procedures.
13. The Board hereby acknowledges that the County Administrator may change or modify the delegation of responsibilities within his/her authority provided that any such changes in delegation shall be incorporated into these Rules as an addendum.
14. In the absence of both the County Administrator and Deputy Administrator, the Administrator may delegate an Assistant Administrator or other person to perform those tasks delegated to the Administrator as listed in A above.
15. The County Administrator or his/her designee may sign certifications required pursuant to the application for and the acceptance of grants.
16. The County Administrator or his/her designee may terminate contracts for non-performance or for others reasons when it is in the best interests of the County.
17. The County Administrator may approve and sign Information Technology agreements not exceeding \$500,000 per annum. The County Administrator may delegate authority to enter software agreements to the end user when the end user is required to "click through" or otherwise accept the terms of an electronic agreement.
18. The County Administrator may approve and sign third party payable, reimbursable and receivable agreements related to the implementation and ongoing operation of the 800 MHz band, including but not limited to antenna agreements and site use/lease agreements. County and third-parties shall follow applicable policy regarding application and use of small-cell transmitters.
19. Resolution 22-0513 authorized the County Administrator to administer the Architectural, Engineering, and Other Project Related Consulting Services Program and the IT Consulting Services Program.

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

B. Deputy County Administrator

In the absence of the County Administrator or at the Administrator's direction, the Deputy County Administrator is responsible for performing those tasks delegated to the Administrator as listed in A. above.

C. Deputy/Assistant County Administrators

1. The Deputy/Assistant County Administrators are responsible for performing, or causing to be performed, purchasing responsibilities including those related to professional, personal, or human services by the departments under their direction.
 - a. Purchasing responsibilities for personal, professional, or human services are as follows:
 - 1) Preparing or causing to be prepared, reviewing, modifying and approving plans and specifications for contracted services.
 - 2) Opening and evaluating proposals and recommending to the County Board approval of a contract exceeding \$100,000 with the provider most qualified to deliver the services.
 - 3) Approving and signing contracts not exceeding the amount delegated pursuant to the County Administrator's Addendum to Purchasing Rules (current amount is \$25,000).
 - 4) Determining the necessity and amount of any performance bond or other bonds.
 - 5) Obtaining the certificate of insurance when required by contract documents.
 - b. General purchasing responsibilities include:
 - 1) Monitoring departmental compliance with purchasing laws, rules, regulations and procedures.
 - 2) Monitoring and evaluating the performance of contractors.
 - 3) Authorizing emergency purchases necessitated by breakage, damage, or decay or when the public interest would suffer by delay, and submitting such purchases

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

exceeding statutory bid limit to the County Board for ratification.

- 4) Assuring that payment requests are processed in accordance with approved County procedures. (Hennepin County Administrative Policy "Payment Authorization Practices")
 - 5) Assuring that contractors are in compliance with Hennepin County's Affirmative Action requirements.
- c. Deputy/Assistant County Administrators may designate other persons in departments under their direction to perform the purchasing responsibilities in C.1 above with the exception of approving and signing contracts and authorizing emergency purchases.
2. In addition to responsibilities in C.1 above, the Deputy/Assistant County Administrator – Health and Human Services is also responsible for those functions assigned to the County Administrator as Welfare Director and for performing or causing to be performed purchasing responsibilities related to the administration of Health and Human Services programs.

Additional human services-related responsibilities include:

For human services that directly benefit clients, approving adjustments to contract amounts, rate adjustments, addition or deletion of service locations, and minor service changes that are within an approved budget for a category of human service (as denoted in County Board budget resolutions) and do not significantly affect the contract scope or category of service provision.

3. In addition to responsibilities in C.1. above, the Deputy/Assistant County Administrator - Public Works is also responsible for performing or causing to be performed purchasing responsibilities related to the administration of solid waste and road and bridge projects.
- a. Additional construction-related responsibilities for road and bridge projects include:

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

- 1) Approving and signing contracts, contract amendments, change orders, supplemental agreements, professional services contract amendments, and increases to a contract sum that are within an approved project budget and do not significantly affect the scope of the project. Amendments to professional services agreements must not exceed 20% of the original contract award.
- 2) Advising and making contract award recommendations to the Commissioner of Transportation for certain road and bridge projects financed either in whole or in part with federal funds, pursuant to MN Stat. 161.36 and P.W. 66-40-86.
- 3) Under the Federal Delegation of Authority program for certain federally funded projects, evaluating bids received, awarding the contract to the lowest responsible bidder, and issuing contract payments to the contractor as the work proceeds. Resolution 00-12-931, Mn/DOT Agreement No. 81115, and P.W. 59-40-00
- 4) Approving partial payment in excess of 95% of contract work completed on a County road or County state-aid highway. MN Stat. 162.04. If the Deputy/Assistant County Administrator - Public Works is also the County Engineer, then this authority is suspended and the County Administrator is the approving authority.
- 5) Preparing or causing to be prepared, reviewing, modifying and approving plans and specifications for contracted services including commodities related thereto.
- 6) Advertising for bids through Purchasing.
- 7) Recommending to the Purchasing Manager the amount necessary for a bid bond or bid deposit when not required by law and the amount thereof.
- 8) Evaluating bids, and recommending to the Purchasing Manager the lowest responsible bidder who should be awarded the contract except in those instances where

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

awarding of the contract is the responsibility of the County Board.

- 9) Recommending to the Purchasing Manager the necessity and amount of any performance and/or payment bonds.
 - 10) Obtaining the certificate of insurance when required by contract documents.
 - 11) Assisting the Purchasing and Contract Services Division in obtaining an affirmative action plan if a plan is required.
- b. Determining whether or not to advertise for bids for solid waste facilities pursuant to Minnesota Statute 473.811, Subd. 4b.
 - c. The Deputy/Assistant County Administrator - Public Works may designate other persons within Public Works departments to perform the purchasing responsibilities in C.3 above with the exception of approving and signing contracts, contract amendments, change orders over \$15,000, supplemental agreements over \$15,000, and increases to a contract sum; and authorizing emergency purchases as long as said change orders or supplemental agreements are within approved scope and budget.

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

D. Chief Information Officer

The Office of the Chief Information Officer is responsible for performing or causing to be performed purchasing responsibilities related to the administration of information technology. These additional information technology-related responsibilities to ensure purchases are consistent with County and departmental strategic plans include:

- 1) Review and approval of all contracts that require County Board approval with information technology persons or professionals prior to their approval by County Administration and/or the County Board.
- 2) The Office of the Chief Information Officer is responsible for reviewing and approving all Information Technology contracts. Departments pursuing and/or analyzing Information Technology shall ensure that the Office of the Chief Information Officer is duly consulted to ensure that externally developed information technologies/systems are acceptable prior to their approval by the Purchasing Manager, County Administration, and/or the County Board.
- 3) Review and approval of all specifications to purchase externally-developed information or communication technologies/systems.
- 4) Deciding whether any County Department may temporarily deploy, test and use no-cost Information Technology in a non-production environment without solicitation (may be referred to herein as a “proof of concept”). Proof of concept engagements shall otherwise be treated in the same manner as other Information Technology engagements with respect to the necessity of agreements and approval and signature authority for said agreements. During or following a proof of concept, if County elects to license or purchase Information Technology that involves specifications and/or requirements that are substantially similar to the proof of concept Information Technology, said license/purchase shall, despite the proof of concept, be treated in the same manner as other Information Technology engagements with respect to the solicitations, selections, necessity of agreement and signature authority for said agreements.

E. Purchasing Manager

The Purchasing Manager's responsibilities include:

1. Purchasing and contracting for all goods, materials, supplies, equipment and related services, and facility repair and maintenance, and performing

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

all necessary and lawful purchasing related tasks to accomplish the same, including approving and signing contracts and related contract documents.

Approve and sign SBE program related construction contracts, which are less than the applicable statutory bid limit.

2. Preparing or causing to be prepared, reviewing, modifying and approving plans and specifications, drafted by the department or drafted in collaboration between Purchasing and the department, for facility construction projects, facility asset preservation program projects, goods, materials, supplies, equipment and contracted services, and for the sale of real estate.
3. Advertising for bids.
4. Opening and evaluating bids except where evaluation of bids is performed by other departments; and awarding the bid to the lowest responsible bidder or bidders (consistent with Section 6(B)(10)) meeting the specifications except in those instances where awarding of the bid is the responsibility of the Board or others.
5. Monitoring compliance by departments with purchasing laws, rules, regulations and procedures including but not limited to ensuring that the Chief Information Officer approves proposed Information Technology procurements, except where monitoring has been delegated to Deputy/Assistant County Administrators.
6. Monitoring and evaluating the performance of contractors and if necessary, canceling contracts.
7. Referring matters which are not routine or have policy implication or require special consideration to County Administration.
8. Transferring goods, materials, supplies, or equipment to or between departments, commissions and agencies; and selling or otherwise disposing of goods, materials, supplies, and equipment which are unusable or no longer required, exclusive of the transfer or sale of easily moved personal property (office furnishings and equipment, other equipment, and commodities) handled by the Central Services Manager.
9. Signing purchase orders, equipment maintenance agreements, and bills of sale for personal property except in those instances where responsibility/ authority belongs to the Board or others.

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

10. Signing installment purchases, equipment/commodity leases, or lease purchases not exceeding \$250,000 per annum.
11. Approve and sign Information Technology agreements not exceeding \$500,000 per annum. The Purchasing Manager may delegate authority to enter software agreements to the end user when the end user is required to “click through” or otherwise accept the terms of an electronic agreement.
12. Authorizing exceptions to the County's standard contract language, including but not limited to the County's terms and conditions, with concurrence of the County Attorney's Office.
13. Renewing annual cooperative purchasing agreement with the State of Minnesota for its Cooperative Purchasing Venture. Approve, modify, sign, and renew any vendor/contractor agreement that is available to the County under the U.S. General Services Administration (GSA) or pursuant to a County Board approved joint powers or cooperative purchasing agreement. MN. Stat. 383B.143, Subd. 5.
14. Authorizing emergency purchases necessitated by breakage, damage, or decay or when the public interest would suffer by delay and submitting such purchases exceeding statutory bid limit to the County Board for ratification.
15. Facilitating or assisting in the following areas:
 - a. Determining the necessity for a bid bond or bid deposit when not required by law and the amount thereof.
 - b. Determining the necessity and amount of any performance or other required bonds.
 - c. Obtaining the certificate of insurance when required by contract documents.
 - d. Determining whether any product, service or vendor is sole source; approve and sign sole source contracts not exceeding \$250,000 per annum, except as otherwise delegated under Section 6(A)(4) below.
16. Implement SBE/EEO/AA and Diversity Policy compliance.

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

17. In addition to other delegation of authority herein, the Purchasing Manager may designate other persons under his/her direction, to perform any specified tasks delegated to the Purchasing Manager in E. above.
18. The Purchasing Manager is authorized to develop procedures to use:
 - a. Reverse Auctions to purchase supplies, materials, and equipment using an electronic purchasing process in which vendors compete to provide the supplies, materials, or equipment at the lowest selling price in an open and interactive environment. MN Stat. 471.345, Subd. 16.
 - b. An electronic selling process in which purchasers compete to purchase surplus supplies, materials, or equipment which is surplus, obsolete, or unused, at the highest purchase price in an open and interactive environment. MN Stat. 471.345, Subd. 17.
 - c. Electronic bidding whereby vendors may submit bids, quotations, and proposals electronically in a form and manner required by the County; the County may allow bid, performance, or payment bonds, or other security to be furnished electronically. MN Stat. 471.345, Subd. 18.
19. The Purchasing Manager is authorized to award competitive sales of Hennepin County's service for recycling electronic devices. Resolution 07-11-591; and
20. The Purchasing Manager will establish guidelines for departments to determine the best solicitation process for Personal Services and Professional Services (e.g. Request for Proposals and Direct Negotiations). Solicitations for Human Services will be determined by the Deputy/Assistant County Administrator – Health and Human Services.
21. The Purchasing Manager shall develop and implement a vendor appeals process.

F. Central Services Manager

The Central Services Manager is responsible for:

1. Transferring surplus personal property (goods, materials, supplies and equipment) to or between departments, boards, commissions and agencies.

HENNEPIN COUNTY PURCHASING RULES

Section 5: Delegation of County Board Authority (contd)

2. Selling or otherwise disposing of easily moved surplus personal property which is unusable or no longer required except where solicitation of sealed bids is required, except where personal property is sold or transferred to a governmental unit and exceeds statutory bid limit, and except where the Purchasing Manager specifically designates commodities where it would be more advantageous to the County to be handled through Purchasing.
3. Annually requiring department directors to supply necessary data concerning surplus personal property and compiling a report for County Administration.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction

Commodities, biddable services, and construction projects must be competitively bid in accordance with Minnesota Statutes unless specifically exempted from the bidding requirement.

All commodities, biddable services, and construction projects will be competitively bid unless Purchasing determines that sufficient justification exists to not bid.

Purchases estimated to cost more than the statutory bid limit will be purchased through a sealed-bid process and are formal bids.

Purchases equal to or less than the statutory bid limit or equipment rentals \$60,000 or less will be purchased through a bid process when practical, as determined by Purchasing, and are informal bids.

A. Purchases Exempted from Bidding Requirement

1. Small Purchases as defined by these Rules.
2. Emergency Purchases.
3. Sole Source Purchases.
4. Personal, Professional or Human Services. Notwithstanding this exemption service contracts shall be signed pursuant to these rules and/or other Board delegation of contracting authority.
5. Certain Set-Aside Programs. MN Stat. 383B.145, Subd. 5
6. Solid Waste Purchases. MN Stat. 473.811, Subd. 4B
7. Other bidding exemptions as defined by applicable law, including but not limited to MN Stat. 383B.217, and/or Resolutions 04-436, 04-126, as modified by 04-126R1, and 04-268, as updated by 08-021R1

B. Purchases Over Statutory Bid Limit - Formal Bids

1. General

These purchases will be competitively bid through a sealed-bid process that is publicly advertised. The bid will be based on a specification of the commodity, biddable service, or construction project and other terms and conditions that the County deems necessary. As an alternative to the sealed-bid process, the County may award a contract: i) to a small business enterprise or veteran-owned small business pursuant to MN Stat. 383B.145, Subd. 11; ii) for construction, alteration, repair, or maintenance work to the contractor offering the best value under a

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit - Formal Bids (contd)

request for proposals pursuant to MN Stat. 471.345, Subd 3a, as well as the price and performance criteria established by applicable law including but not limited to MN Stat. Chapter 16C; and iii) for construction, alteration, repair, or maintenance work to the most qualified contractor following the construction manager at risk process pursuant to MN Stat. 471.463 and MN Laws, Ch. 62, Art.3, Sec. 19. Contracts awarded pursuant to the sealed-bid process or the alternative procurement processes described herein shall be approved according to these Rules.

2. Specifications

a. General Requirements. Specifications:

- 1) Will describe the commodity, biddable service, or construction project to be purchased that will meet the needs of the County.
- 2) Will describe the products, materials, equipment or services that establish a standard of required function, dimension, appearance and quality that must be met.
- 3) Shall be prepared to permit free and full competition as is reasonably possible and shall not be prepared to exclude all but one type or kind. A violation of this provision for supplies or equipment which could be purchased competitively is a gross misdemeanor. MN Stat. 471.35 and .37
- 4) Should be clear, definite and concise to reasonably enable prospective bidders to understand the basis on which to submit proposals.
- 5) Should not call for features or levels of quality inappropriate for the intended use. Evaluation of essential features or levels of quality should consider overall economic advantage to the County.
- 6) Should describe the performance requirements, formulation, design and such other factors that may bear upon the County's determination that the Bidder is responsible.

b. Restrictive Specifications. Some latitude is permissible in specifying features of certain items. While it is not necessary to prepare specifications in a manner that every known manufacturer could

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

competitively bid, the County should be able to demonstrate a reasonable basis for any restrictive specification.

- c. Brand Name or Equal. “Brand Name” includes identification of products by manufacturer, make and model name or model number. Any item identified by “brand name or equal” is intended to be descriptive and not restrictive. Whenever an item, article or material is defined by describing proprietary product or by using the name of a manufacturer, the term “or equal” if not inserted shall be implied unless specifically stated to the contrary.
- d. Prevailing Wage Rates. For contracts estimated to exceed the statutory bid limit, except contracts made pursuant to Minn. Stat. 471.345, Sub. 20, if a minimum standard for wages and benefits with respect to the employees of a contractor is deemed appropriate to the County’s interest by the County Board, or is required for compliance with State of Minnesota or federal law, the specifications shall include such prevailing wage rates. Contracts made pursuant to Minn. Stat. 471.345, Sub. 20 shall be only for residential real estate projects completed by small businesses; specifications shall include a provision that workers shall be paid a minimum wage of \$15.00 per hour, and the wage will be reviewed periodically and adjusted accordingly. Resolutions 87-7-603, 91-9-810, 97-7-442.
- e. Vendor Involvement. Direct vendor involvement in writing specifications at the department level is discouraged.
- f. Responsibility for Specifications. Departments must utilize the Purchasing office for assistance in the development of specifications except for construction contracts that are the responsibility of the Transportation and Facility Services Departments.
- g. Affirmative Action/Small Business Enterprise Programs
 - 1) All commodities, biddable services, and construction contracts over \$100,000 must comply with the County’s Affirmative Action Program requirements.
 - 2) All commodities, biddable services, and construction contracts over \$100,000 must comply with the Small Business Enterprise Program requirements.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

3. Bid Documents

- a. General. Bid documents constitute the complete set of County requirements for the purchase. Bid documents will specify those parameters which will be considered in determining lowest responsible bidder meeting specifications.
- b. Copies of Bid Documents
 - 1) Bidders may obtain complete sets of bid documents from the issuing office designated in the advertisement or invitation for bid, in the number of copies and for the deposit sum, if any, stated in the advertisement. The deposit will be refunded under conditions determined by the County.
 - 2) The County makes copies of bid documents available only for the purpose of obtaining bids and does not confer a license or grant for any other use.

4. Advertisement/Public Notice

- a. Formal bids must be advertised or solicited by public notice except as stated in applicable law, including but not limited to in MN Stat. 383B.145, Subd. 2, 3, 4, and 5. (See also MN Stat. 373.01).
- b. Advertisement or public notice for formal bids must be published in accordance with the following schedules:
 - 1) Commodities, biddable services, and construction other than road and bridge projects. Advertisement or public notice must be published once a week for at least two (2) consecutive weeks. The last publication must be at least seven (7) calendar days before the date and time for bid opening. MN Stat. 383b.145(6).
 - 2) Road and Bridge Construction Projects. Advertisements must be published once a week for at least three (3) consecutive weeks. The last publication must be at least ten (10) calendar days before the date and time for bid opening. MN Stat. 160.17
 - 3) Real Estate Sales. Advertisements for sealed bids or proposals must be published once a week for at least three (3) consecutive weeks, and once in a newspaper of general circulation in the area where the property is located. The last publication must be at least seven (7) calendar days before the date and time for bid opening or

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

proposal due date. The notice shall state the time and place of considering the proposals, contain a legal description of any real estate, and a brief description of any personal property. MN Stat. 373.01

- c. Advertisements or public notices must specify the place where plans, specifications and bid forms can be obtained, and the time and place for opening.
 - d. Advertisements or public notices shall be published as appropriate and in compliance with Minnesota Statutes and Hennepin County Board Resolutions.
 - e. At the discretion of the Purchasing Manager, in a readvertisement or new public notice for bids, the bids may be opened no less than three (3) calendar days after the last publication.
5. Bidding Procedure
- a. General Procedure
 - 1) Bids must be submitted in conformance with the bid documents. Bidders shall use complete sets of bid documents in preparing bids; the County will not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bid documents.
 - 2) Bids must be submitted in an envelope that is sealed, or as is required by the bid documents.
 - 3) Bids must be delivered to the designated place listed in the advertisement prior to the time for bid opening. Bidders assume full responsibility for timely delivery.
 - 4) Bidders must not change the bid form nor make additional stipulations on the bid form which are prohibited by or inconsistent with the provisions of the bid documents.
 - 5) The bid must be signed by the person or persons legally authorized to bind the bidder to a contract.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

- 6) Noncollusion. Bidders will comply with all federal and state laws regarding noncollusion.
 - 7) Bid Security. The County may require a bid bond or bid deposit.
 - a) A required bid bond or bid deposit must be submitted with the bid and in the amount specified. Failure to submit the bid bond or bid deposit will be cause for rejection of the bid.
 - b) Bid bonds or bid deposits will be returned under conditions determined by the County. Upon release, the bid security will be returned to the bidders except that bid bonds will not be returned unless their return is specifically requested.
 - c) If a low bidder is allowed to withdraw a bid due to claim of error or if the low bidder fails to so execute or furnish any required document, the County reserves the right to retain the bid security
- b. Interpretation or Correction of Bid Documents/Addenda
- 1) Bidders shall promptly notify Purchasing of any ambiguity, inconsistency or error they find in the bid documents.
 - 2) Bidders requiring clarification or interpretation of the bid documents may be required to make a written request which shall reach the issuing office at least seven (7) calendar days prior to the date for bid opening.
 - 3) Any interpretation, correction or change of the bid documents will be made by addendum.
 - a) Addenda will be mailed or delivered to all that are known by the issuing office to have received a complete set of bid documents.
 - b) Copies of addenda will be made available for inspection in those offices stated in the advertisement or invitation for bid where the bid documents are on file for that purpose.
 - c) No addenda will be issued later than four (4) calendar days prior to the date for bid opening except an addendum

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

withdrawing the request for bids or one which includes postponement of the date for bid opening.

- d) Bidders are responsible for determining prior to submitting bids that they have received all addenda issued, and shall acknowledge the receipt of same in the bid.

Interpretations, corrections or changes of the bid documents made in any other manner than by addenda will not be binding and bidders shall not rely upon such interpretations, corrections and changes.

c. Substitutions on Brand Name or Equal or Other Specifications

- 1) Substitutions for commodities contemplated by the specifications may be considered prior to bid award.
- 2) The bidder must provide all information requested by the County to evaluate the proposed substitution. The burden of proof of the merit of the proposed substitute is upon the proposer.
- 3) Construction Project Substitutions. No substitution will be considered prior to bid opening unless written request for approval has been received by the office issuing the bid documents at least ten (10) calendar days or such other number of days as specified, prior to the date for bid opening.
 - a) The bidder must provide all information requested by the County or its consultant to evaluate the proposed substitution. The burden of proof of the merits of the proposed substitution is on the proposer.
 - b) The County may require the name of the material, product or equipment proposed, samples of the proposed substitution, a complete description of the proposed substitution including drawings, cuts, performance data, test data, changes in other materials, products, equipment, or work that would result from acceptance of the substitute or any other information deemed necessary for the evaluation.
 - c) If the County approves a substitution prior to bid opening, such approval will be set forth in an addendum to the

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

specification. Bidders shall not rely upon approvals made in any other manner.

- 4) All substitutions must be approved by the County and the County's decision to approve or disapprove of a substitution is final.
- 5) The County will determine if an addendum to the bid document is necessary for bids other than construction when it has approved a substitution.
- 6) No substitutions will be considered after the contract award unless specifically provided for in the contract documents.

d. Responsive Bids Required

- 1) Bidders must submit bids that conform in all material ways to the requirements of the bid documents.
- 2) The bidder must provide sufficient information for the County to determine whether the product offered meets the requirements of the bid documents. The County is not responsible for locating or securing such information.
- 3) The bidder shall also submit a list of any variations from the specifications. When variations are not cited, the bidder shall meet all of the requirements of the specifications.
- 4) If the bidder proposes to modify a product to make it conform to the requirements of the specifications, the bidder shall provide a clear description of such proposed modifications for prior approval when required or with the bid.
- 5) Modifications proposed after the bid opening to make a product conform to the requirements of the specifications will not be considered.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

6. Opening and Tabulation of Bids

Sealed bids must be publicly opened at the time and in the manner specified in the advertisement for bids, read aloud by the responsible Purchasing official and tabulated as soon as practical. The tabulation must be signed and a copy retained for public inspection. MN Stat. 383.145, Subd. 7

7. Reservation to Reject Bids and Rebid

The County has the right to reject bids. The County may reject:

- a. All bids when deemed to be in the County's best interest.
- b. An otherwise lowest bid when it is determined that another bid is more advantageous to the County. MN Stat. 383B.145 Subd. 8.
- c. A bid that is incomplete, irregular, conditional or qualified or otherwise not in compliance with the bid documents in all material respects or reasonable interpretation thereof.
- d. A bid from a debarred or disqualified vendor/bidder.

The County may advertise or readvertise for new bids when it is in the County's best interest.

8. Modifications, Mistakes, Corrections or Withdrawals of Bids

a. General

- 1) Any decision involving a bid modification, mistake, bid correction or bid withdrawal is a decision for the Purchasing Manager.
- 2) The Purchasing office shall maintain sufficient records of evidence to establish the basis for allowing bid modifications, corrections or withdrawals.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

b. Modifications or Withdrawals Before Bid Opening

A bidder may modify or withdraw a bid by written request received by the Purchasing office prior to the time designated for bid opening.

- 1) An individual legally authorized to bind the bidder to a contract must sign the request.
- 2) The original bid shall not be physically returned to the bidder until after the bid opening.
- 3) Bid security, if required, shall be in an amount sufficient for the bid as modified or resubmitted.

c. Modifications or Withdrawals after Bid Opening

A bid may not be modified, withdrawn or cancelled by the bidder during the stipulated time period following the time and date designated for the bid opening, unless approved by the County, and each bidder so agrees in submitting a bid.

Nothing in these Rules prohibits the County from accepting a voluntary reduction in price from a bidder awarded the contract provided that such reduction is not conditioned on, or does not result in, the modification or deletion of any conditions contained in the contract requirements.

9. Determination that Low Bidder is Responsible

Prior to award of the contract, if requested by the County, the apparent low bidder shall furnish current data relevant to determining bidder's responsibility as requested by County including but not limited to the bidder's financial resources, management, and organization within a time period determined by the County. The County shall have the right to request such data and take such steps as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish all such information and data for this purpose as the County may request. The County reserves the right to reject the bid where the available evidence or information does not satisfy the County that the bidder is fully qualified to carry out properly the terms of the contract or if the information is not provided within the requested time period. The County may require that the expertise of the bidder in the particular field of endeavor be demonstrated and documented to the County's satisfaction.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

10. Bid Award and Bid Consideration

When the County awards a contract, it must ordinarily award the contract to the lowest responsible bidder meeting the specifications and all requirements of the bid documents. The County may make multiple contract awards under a bid, so long as the awards go to the lowest responsible bidders meeting the specifications and all requirements of the bid documents, and making multiple contract awards is in the County's best interest.

- a. Bid award considerations include, but are not necessarily limited to factors such as:
 - 1) Adherence to all conditions and requirements of the bid specifications.
 - 2) Total bid price including any discounts.
 - 3) Experience of the bidder and key employees, including any information gathered from references.
 - 4) Evaluation of the bidder's ability to perform as specified.
 - 5) Financial ability of the bidder to successfully meet the requirements of the contract.
 - 6) Prior knowledge of and experience with the bidder in terms of past performance.
 - 7) Compatibility with existing commodities or systems.
 - 8) Environmentally Preferable Attributes.
 - a) Contains recycled content in the commodity or packaging,
 - b) Low or no hazardous or toxic content of commodity or packaging,
 - c) Minimizes or prevents waste generated by use and disposal of commodity or packaging,

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

- d) Provides a preferable end of life disposal alternative,
 - e) Contains little or no volatile organic compounds,
 - f) Conserves energy or water,
 - g) Uses best available technology (BAT) and best environmental alternative (BEA) as approved in Resolution 92-6-489R2
- b. When the County deems that a bid other than the lowest bid meeting specifications is more advantageous, the reasons therefore must be stated and submitted by the department making the purchase to the County Board for action along with any documentation the Board may require in support of the recommendation. The documentation must be available for public inspection. MN Stat. 383B.145, Subd. 8
- c. The successful bidder will be notified of the bid award.
- d. Construction Bid Awards
- 1) Road and Bridge Construction. The County Board must approve all contract awards which exceed the project budget or significantly affect the project scope.
 - 2) Facility Construction. The County Board must approve all contract awards unless it delegated approval by specific Board action or herein.

11. Low-Tied Bids

The Purchasing Manager will resolve low-tied bids in a manner which, in the Manager's judgment, is in the County's best interest.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

12. Post-Award Considerations

a. Performance Bonds

- 1) Prior to contract execution, the successful bidder must provide a performance bond conditioned as required by law unless the County waives the bond. MN Stat. 383B.15
- 2) For construction contracts, the performance bond must be in an amount not less than the contract amount (MN Stat. 574.26). On all other contracts the performance bond must be in the amount specified by the County.
- 3) The bond must be written on the form furnished by the County, or on a form approved by the Purchasing Manager. The bond must be approved by the County Treasurer or designee.

b. Payment Bonds

- 1) Prior to contract execution, the successful bidder on construction contracts must provide a payment bond in an amount not less than the amount of the contract unless the County waives the bond. MN Stat. 574.26
- 2) The County may require payment bonds on any construction-related service contracts.
- 3) The bond must be written on the form furnished by the County, or on a form approved by the Purchasing Manager. The bond must be approved by the County Treasurer or designee.

Note: Pursuant to MN Stat. 383B.15, Subd. 2., the County Administrator may waive a bond or bonds, at discretion, on deciding that the bond or bonds are not reasonable or necessary for the protection of the County.

c. Insurance

- 1) The successful bidder must obtain insurance coverage in types and amounts required by the County unless the County waives the insurance.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

B. Purchases Over Statutory Bid Limit – Formal Bids (contd)

- 2) Prior to commencing work the successful bidder must provide a certificate of insurance that documents that the contractor has complied with the County's insurance requirements.
- 3) If the certificate form contains a certificate holder notification provision, the certificate of insurance shall state that the insurer will endeavor to provide not less than 30 days written notice to the County prior to cancellation of any described policies.

13. Cancellation of Bid Award

Failure on the part of the successful bidder, within the time allowed, to sign the contract, furnish an acceptable performance bond(s), furnish required insurance, or comply with any other requirement imposed by the bid documents prior to execution of the contract shall be considered just cause for cancellation of the award and forfeiture of the bid security. Contract award may then be made to the next lowest responsive and responsible bidder(s), the invitation for bids readvertised, or such other action taken as deemed appropriate by the County.

C. Purchases Under the Statutory Bid Limit - Informal Bids

1. If the amount of the contract is estimated to be greater than \$25,000 but not more than the statutory bid limit, the contract may be made either upon sealed bids or by direct negotiation, by obtaining at least two quotations when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. Negotiation is permissible when obtaining quotations. Quotations must be kept on file for at least one year after their receipt. MN Stat. 471.345, Subd. 4. Alternatively, the County may award a contract: i) to a small business enterprise or veteran-owned small business pursuant to MN Stat. 383B.145, Subd. 11; and ii) for construction, alteration, repair, or maintenance of County facilities to the contractor offering the best value under a request for proposals. MN Stat. 471.345, Subd 4a.
2. If the amount of the contract is estimated to be greater than the County's small purchase limit but not more than \$25,000 then the contract may be made by obtaining at least two quotations so far as practicable. If it is not practicable to obtain quotations, the purchase can be made in the open market. Quotations must be kept on file for at least one year after their receipt. Alternatively, the County may award a contract: i) to a small business enterprise or veteran-owned small business pursuant to MN Stat. 383B.145, Subd. 11; and ii) for construction, alteration, repair, or maintenance of County

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

facilities to the contractor offering the best value under a request for proposals. MN Stat. 471.345, Subd 5.

3. If the amount of a contract for the rental of equipment is estimated to be \$60,000 or less, the contract may be made by direct negotiation by obtaining two or more quotations for the rental when possible and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations shall be kept on file for a period of at least one year after their receipt. MN Stat. 471.345, Subd. 5a

D. Solid Waste Facilities

Notwithstanding any other law, the County may contract for the acquisition, construction, improvement, maintenance or operation of solid waste facilities or property or property rights for solid waste facilities by any means available and in the manner determined by the County Board, with or without advertisement for bids. MN Stat. 473.811, Subd. 4b

E. Sole Source

1. When a copyright, patent or exclusive franchise exists and purchases can be made only at a standard, fixed or uniform price and no advantage can be secured by advertisement and competitive bidding because of the noncompetitive nature of the item to be purchased, bidding is not required. MN Stat. 383B.145, Subd. 3
2. The Purchasing Manager will decide whether a purchase meets the requirement to be sole source.
3. The decision to make a sole source purchase must be documented in writing.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

F. Set-Aside Program

To support businesses and social services organizations which have a majority of employees who would be eligible for public assistance or who would require rehabilitative services in the absence of their employment, the County Board may elect to use a negotiated price or bid contract procedure under a set-aside program following the conditions set forth in MN Stat. 383B.145, Subd. 5 or pursuant to MN Stat. 471.345, Subd. 8 (Procurement from Economically Disadvantaged Persons). County Departments shall when reasonable and appropriate attempt to identify vendors eligible for a set-aside contract and include such vendors on a bid list or recommend the vendor to the County Board for a negotiated set-aside contract.

G. Contract Form and Term

1. The contract will be prepared by the County on form(s) established by the County.
2. A contract may be extended for the number of times deemed in the County's best interest.
3. The Purchasing Manager will extend a contract only after receiving a recommendation from the operating department director(s) or designee.

H. Debarment/Disqualification of Vendors/Bidders

1. The County reserves the right to debar vendors, as determined by the County Administrator.
2. Further, it is the policy of the County to not do business with vendors who are debarred by the State of Minnesota or Federal government. MN Stat. 161.315, Subd. 3

I. Contract Cancellation

The County may cancel any contract because of default or poor performance in meeting the contract requirements or for any other conditions specified in the contract.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

J. Prequalification of Vendors/Bidders or Commodities/Services

1. To minimize problems such as poor performance or the delivery of inferior commodities or services, the County may prequalify vendors/bidders and commodities and services to ensure their reliability and capability.
2. In consultation with the County Attorney's Office, the County will conduct any prequalification process in writing and each prospective vendor/bidder must submit all information requested by the County in order to become prequalified.
3. It is the County's responsibility to make the prequalification decision. The County will document the reasons for its decisions, and each applicant will receive written notification of the decision and reasons therefore.
4. Vendors/bidders that are not prequalified are not precluded from bidding, as they may become qualified subsequent to the establishment of the list of prequalified bidders.

HENNEPIN COUNTY PURCHASING RULES

Section 6: Purchase of Commodities, Biddable Services, and Construction (contd)

K. Small Purchases

Notwithstanding any requirement in these Rules, department directors or their designees may purchase a Commodity (not a service) in the open market when the aggregate purchase price does not exceed \$5,000 and a contract with the vendor does not exist. If federal funds are used, applicable federal procurement rules must be followed.

1. This policy must not be circumvented by purchasing a group of identical or similar items each costing \$5,000 or less but exceeding \$5,000 in aggregate.
2. The \$5,000 limit is by Commodity; however if multiple departments are purchasing the identical or similar Commodity and the aggregate spend exceeds \$5,000, the Purchasing Manager may require that an appropriate procurement method be utilized to obtain competitive pricing and a vendor contract.
3. A department director or designee may not authorize an open market purchase of a Commodity if a contract with a vendor exists. The Commodity must be purchased from the contracted vendor.
 - a. It is the responsibility of the departments to determine if a contract exists and whether the \$5,000 limit for a particular Commodity has been reached.
 - b. An exception to using an existing contract because of special requirements may be granted by the Purchasing Manager or his/her designee.
4. Prior to implementation of this small purchase policy, department directors shall establish written procedures, subject to approval by the Purchasing Manager, for implementing and controlling this small purchase policy, including the requirement that adequate records are maintained by the department to document the propriety of the purchase.
5. County Departments may use a Purchasing Credit Card (p-card) for certain small purchases as authorized by Resolution 07-4-154R1.

HENNEPIN COUNTY PURCHASING RULES

Section 7: Purchase of Personal, Professional and Human Services

The County will consider all factors that any reasonable purchaser would use in soliciting and selecting the greatest value for cost that will achieve the desired outcomes in purchasing personal, professional, and human services. The method of vendor solicitation, selection, and contract negotiation that will reasonably consider the maximum number of appropriate service providers and proposals will be used. Vendor selection will be on the basis of predetermined criteria by knowledgeable individuals. The County Attorney's Office should be consulted in the development and execution of these contracts. Some methods to assist in vendor selection are:

- Request for Proposal
- Request for Information
- Solicitation of Interest
- Request for Assistance
- Direct Negotiations

Human Services means those services purchased by the Hennepin County Health and Human Services that benefit Hennepin County Health and Human Services clients who are served by all service areas under the direction of the Deputy/Assistant County Administrator for Health and Human Services. These services also include those in the County's Children and Community Social Services Plan (MN Stat. 256M.01 to 256M.80) and in the County's Minnesota Family Investment Program Consolidated Fund Plan (MN Stat. 256.01).

All personal, professional and human services contracts, including State of Minnesota professional services contracts, costing more than \$100,000 must be approved by the County Board.

A. Description of Services

Departments are responsible for the description of services for non-biddable services. The description will clearly communicate requirements and desired outcomes for the service to be purchased.

B. Contract Form and Term

1. Written contracts are required except where state statute or rule explicitly establishes alternative methods of purchase.
2. The contract will be prepared by the County on a form established by the County.
3. A contract may be extended or renewed for the number of times deemed in the County's best interest. The County Attorney's Office must be consulted at

HENNEPIN COUNTY PURCHASING RULES

Section 7: Purchase of Personal, Professional and Human Services (contd)

B. Contract Form and Term (contd)

each extension or renewal to determine if contract language requires modification.

C. Department Director Responsibility

Department Directors will develop procedures to ensure that these policies are followed in their departments. Such procedures need to assure documentation demonstrating compliance with the above policies is retained.

D. Chief Information Officer Responsibility

The Office of the Chief Information Officer is responsible for review and approval of all contracts that require County Board approval with information technology persons and professionals prior to the contract being submitted to County Administration or the County Board for approval.

E. Affirmative Action/Small Business Enterprise Programs

1. All personal, professional and human services contracts over \$100,000 must comply with the County's Affirmative Action Program requirements.
2. All personal and professional service contracts over \$100,000 must comply with the Small Business Enterprise Program requirements.

F. In Health and Human Services, procedures need to provide the following:

1. Methods for monitoring contract performance,
2. Methods for monitoring unit prices and vendor margins, as appropriate,
3. Separation of service placement authority from contract management and/or rate setting and claim payment responsibilities, and
4. Process for the original approving authority to approve or ratify, as appropriate, changes in contract terms, scope, rates, and not-to-exceed amounts except as otherwise delegated.

G. State, Government, and Cooperative Purchasing Contracts

Departments may use personal and professional service contracts available through the State of Minnesota Cooperative Purchasing Venture. Use of these contracts requires the same approvals and follows the same policies and procedures as any other personal or professional service contract. (Resolution 98-11-755R1)

HENNEPIN COUNTY PURCHASING RULES

Section 7: Purchase of Personal, Professional and Human Services (contd)

G. State Contracts (contd)

1. Departments will prepare a separate agreement with the contractor that clearly specifies the work to be accomplished for the County, the contract amount and term, contract manager, and incorporates the State of Minnesota contract, prior to using the state contract.
2. Departments must have the County Attorney's Office review these contracts.
3. Departments must have the Chief Information Officer review and approve use of State Information Technology agreements.

HENNEPIN COUNTY PURCHASING RULES

Section 8: Contract Administration

A. General

1. All county purchases require a contract to be in place prior to the purchase being authorized, ordered and paid, unless the purchase is specifically exempted from the contract requirement.
2. Department Directors will develop procedures to ensure that these policies are followed in their departments.
3. All contracts will name a specific individual or position as responsible for managing the contract to ensure that contractors comply with all contract terms.
 - a. The contract manager may be involved in any contract negotiations.
 - b. All contract negotiations will be reduced to writing and become part of the contract document.
4. Contract Amount. The contract amount should be set at the amount expected to cover all purchases (except for those contracts where no NTEs are set). Fiscal staff should be consulted to help ensure that financial matters are properly reflected in the final agreement.
5. Contract Usage
 - a. For Personal, Professional, or Human Services contracts, normally, only the department which originates a contract may use that contract.
 - b. Other departments wishing to use a Personal, Professional, or Human Services contract must obtain written approval from the originating department's contract manager or department director prior to using the contract.
6. Contract Changes. The original approving authority must approve or ratify all changes to the contract terms, except as otherwise delegated.
7. Requisition/Purchase Order Process. All purchases should follow the requisition approval process outlined in the Hennepin County accounting manual, unless initiated by a purchasing card (p-card) or authorized as a direct pay transaction in accordance with the accounting manual.
8. The County shall make reasonable efforts to avoid, mitigate, or neutralize an organizational conflict of interest by a vendor in competitive procurements. To avoid an organizational conflict of interest by a vendor, the County may utilize

HENNEPIN COUNTY PURCHASING RULES

Section 8: Contract Administration (contd)

methods including but not limited to disqualifying a vendor from eligibility for a contract award or canceling the contract if the conflict is discovered after a contract has been issued. To mitigate or neutralize an organizational conflict of interest by a vendor, the County may use methods including but not limited to revising the scope of work to be conducted, allowing vendors to propose the exclusion of task areas that create a conflict, or providing information to all vendors to assure that all facts are known to all vendors.

9. Notwithstanding anything in these Rules to the contrary, the County may engage in electronic procurement, including accepting electronic signatures on bids, quotes, contracts, and contract related documents. In accordance with applicable law, any County contract, including but not limited to those contracts processed through the Enterprise Contracting, may be electronically signed. For clarification and not limitation, a paper and ink signature on a contract may be converted into an electronic format, then electronically signed.

B. Commodity or Biddable Service Contracts

1. The Purchasing Office is responsible for approving which departments may use bid contracts.
2. For all bid contracts the Department Director or designee will be the contract manager.
3. The department that orders and receives the commodity or service is responsible for insuring that the specifications and contract terms are met.
4. Quality and performance testing, verification of quantities, inspection for damage, identification of any deviations from the specifications are the responsibilities of the using departments.
5. Any deviations from the specifications or performance requirements will be documented by the County department and promptly reported to the Purchasing office.
6. The Purchasing Manager is responsible for resolving any contract disputes with the vendor on commodity or biddable service contracts.

HENNEPIN COUNTY PURCHASING RULES

Section 8: Contract Administration (contd)

C. Construction Contracts

The Facility Services Department is responsible for administering facility construction or modification contracts and the Transportation Department is responsible for administering road and bridge construction contracts.

D. Personal, Professional and Human Services Contracts

1. The using department is responsible for contract administration.

2. Contract Language

All contracts will contain the language recommended by the County Attorney's Office/Administrative Manual (usually contained in the most recently updated Contract Form 101) or so modified in consultation with the County Attorney's Office and contain the following, as appropriate:

- a. Scope of Work
- b. Contract Amount. Human Services contracts that are not cost-based, and where the department's budget is monitored on service authorizations, are not required to contain a contract amount.
- c. Contract Manager. This individual must assure that the contract terms are followed, deliverables received and payments properly processed.
- d. Payment Basis and Methods
- e. Definition of Costs. The contract, as appropriate, must specify the allowable costs, and must ensure that the same cost item is not billed more than once.
- f. Indemnification
- g. Insurance
- h. Default/Cancellation
- i. Independent Contractor
- j. Ownership of Materials
- k. Contract Modification Procedures

HENNEPIN COUNTY PURCHASING RULES

Section 8: Contract Administration (contd)

- I. Contract Term
 - m. Data Privacy
 - n. Access to Records
- E. Payments
1. Payments for commodities and services must be processed in accordance with the applicable policies and procedures in the Administrative Manual ("Payment Authorization Practices") and the Accounting Manual.
 2. Invoices must be paid promptly and according to the terms of the contract. If no contract terms apply, payment must be made within thirty-five (35) days from receipt of the commodities or completion of services or receipt of the invoice, whichever is later, unless the County in good faith disputes the obligation. MN Stat. 471.425
 3. Payments will be authorized when the commodities received and/or services rendered to the County have been satisfactory. Payments must be documented, authorized, and consistent with County business practices.
 4. A contractor or subcontractor who knowingly presents, or causes to be presented, to the County a false or fraudulent claim for payment or approval of payment violates MN Stat. 15C False Claims Against the State.
 5. Payments will not normally be made in advance of receipt and acceptance of goods or services. Advance payments will be made only when specified in state statute or rule or when required by the terms of a contract approved by the County Board or other designated person. Partial payments after receipt and acceptance of part of an order may be allowed.
 6. Payments must conform to the prices stated in the bidder's proposal or agreed to in the contract.

HENNEPIN COUNTY PURCHASING RULES

Section 9: Cooperative Purchasing Programs

Cooperative Purchasing Programs provide opportunities to maximize purchasing power by combining with other entities to achieve joint contracts for commodities, equipment and services. Hennepin County will participate in cooperative purchasing programs to the maximum extent possible and compatible with County Board policies.

- A. All joint powers agreements, including hospital shared services purchasing, shall be approved by the County Board. MN Stat. 383B.143, Subd. 5; 471.345, Subd. 10; and 471.59.
- B. The County Administrator, on behalf of the County Board, is authorized to negotiate new cooperative purchasing agreements with other states, educational institutions, or public or private organizations for the purpose of accessing goods, commodities or service agreements contingent upon County Board approval.
- C. All cooperative purchasing agreements will be administered by Purchasing. The Purchasing Manager, in consultation with the County Administrator, may extend or renew any cooperative purchasing agreement.
- D. Resolution 02-7-471 authorized the County Administrator to permit current and new County Cooperative Purchasing Program members to access certain County professional service agreements; to negotiate new agreements with existing cooperative members, and to negotiate new agreements with other Minnesota governmental units. This resolution also authorized the County Board Chair to sign new agreements.
- E. The County's Prevailing Wage Rules and Policies shall apply to applicable State Cooperative Venture Agreements.
- F. Departments may use contracts available through the State of Minnesota Cooperative Purchasing Venture, board approved cooperatives, allowable General Services Administration ("GSA") schedules, or the Minnesota Metropolitan County Cooperative if the Purchasing Manager has determined that (i) the vendor's pricing is fair and reasonable; (ii) the contract complies with applicable laws and regulations; and (iii) the contract was established through a competitive solicitation process. The foregoing applies whether the purchase is made directly from the proprietary vendor or from a reseller duly authorized to provide the services on behalf of the proprietary vendor.

HENNEPIN COUNTY PURCHASING RULES

Section 10: Transfer or Sale of Property

A. Sale of Personal Property

1. Sales estimated to exceed the statutory bid limit in MN Stat 373.01 will be conducted by sealed bid. 383B.148, Subd. (e)
 - a. Solicitation of sealed bids will be publicly advertised in a manner and for a time period expected to result in the best return for the County, but in any case for not less than two (2) consecutive weeks.
 - b. Bid Deposit

The County may require a bid deposit be submitted with the bid.
 - c. Bid Award
 - 1) Sales will be awarded to the highest responsible bidder; however, the County reserves the right to reject all bids if deemed to be in the County's best interest.
 - 2) Any sale for more than the statutory bid limit must be submitted to the County Board for approval except for motor vehicle sales at public auction.
 - d. Award Cancellation. For any sealed bid where the successful bidder fails to pay for the property within the time period specified in the bid documents, the award may be cancelled and the item sold to the next highest responsible bidder. Any bid deposit from a bidder who fails to claim the awarded property may be retained by the County not as a penalty but in liquidation of certain damages.
2. Sales Estimated to be Under the Statutory Bid Limit
 - a. Sales estimated to be less than the statutory bid limit will be conducted by soliciting sealed bids or by obtaining two or more quotations when practical. Negotiation is permissible when obtaining quotations. Quotations must be kept on file for at least one year.
 - b. The decision to solicit sealed bids or quotations will be made by the Purchasing Manager.
3. Public Auction. A public auction publicly advertised may substitute for a sealed-bid sale of personal property.

HENNEPIN COUNTY PURCHASING RULES

Section 10: Transfer or Sale of Property (contd)

A. Sale of Personal Property (contd)

4. Transfer or sale of personal property to any unit of government may be made without regard to the uniform municipal contracting law. MN Stat. 383B.145, Subd. 1 and 9

5. Prohibition Against Purchase by Employees

County employees are prohibited from purchasing surplus personal property unless, after reasonable public notice, the purchase is at a public auction or by sealed bid if the employee is the highest responsible bidder and was not directly involved in the auction or sealed-bid process. MN Stat. 15.054

6. Sales Contrary to Law

If any property is sold contrary to the provisions of law, the sale shall be void, and the director of the department, board, commission, or agency shall be personally liable for the reasonable value of materials or equipment sold. MN Stat. 383B.149

B. Sale of Real Property

1. Sales of surplus real property will be conducted in accordance with Minnesota Statute 373.01, or other applicable law.

2. For real property, advertisements for sealed bids or proposals must be published once a week for at least three (3) consecutive weeks, and once in a newspaper of general circulation in the area where the property is located. The last publication must be at least seven (7) calendar days before the date and time for bid opening. The notice shall state the time and place for considering proposals, contain a legal description of any real estate, and a brief description of any personal property. MN Stat. 373.01.

3. Bid Deposit/Earnest Money

The County may require a bid deposit and/or earnest money be submitted with the bid or proposals.

4. Bid Awards

- a. The County Board must approve all sales or conveyances of real property.

HENNEPIN COUNTY PURCHASING RULES

Section 10: Transfer or Sale of Property (contd)

B. Sale of Real Property (contd)

- b. Sales of real property will normally be awarded to the highest responsible bidder; however, the County Board may reject all bids and complete the sale of the real property in the manner deemed to be in the County's interest. MN Stat. 373.01 Subd. 1(b)
5. Conveyance or sale of real property to any unit of government may be made without regard to other statutory provisions. MN Stat. 465.035; 471.64, Subd. 1.

HENNEPIN COUNTY PURCHASING RULES

Section 11: Definitions

The following defined terms may or may not be capitalized throughout the document:

1. **Addenda:** Written or graphic instruments issued by the County prior to the time of bid opening which modify or interpret the bid documents by additions, deletions, clarifications or corrections.
2. **Agreement:** The terms "agreement" and "contract" are considered synonymous throughout these Rules, and, as applicable, include any amendments thereto.
3. **Alternate Bid (or Alternate):** An amount stated in the bid to be added to or deducted from the amount of the base bid if the corresponding change in the commodities, services, or work as described in the bid documents is accepted; or, a substitute bid permitted by the specifications where different commodities, services, or work are offered, and the bid amount replaces the bid for the original item(s).
4. **Approval:** The process of County Board or other authorized County person's consent to an action prior to its execution.
5. **Approved Project Budget (See Budget.)**
6. **Award:** The acceptance of a bid or proposal resulting in a contract with a bidder. Strictly speaking the proper term is "contract award"; however, the term "bid award" is often used in referring to such a contract award.
7. **Base Bid:** The sum stated in the bid for which the bidder offers to provide the commodities, services, or work described in the bid documents as the base, to which commodities, services, or work may be added or deleted for sums stated in alternate bids.
8. **Best Value:** Minnesota purchasing laws permit Best Value procurement as an alternative to a traditional Bid procurement. Best value is a procurement method that considers the specifications in the request for proposals, performance criteria, and price in the evaluation and selection process.
9. **Bid:** A complete and properly signed proposal to provide the commodities, services, or work or designated portion thereof for the sums stated therein, submitted in accordance with the bid documents in response to an Invitation for Bids or Request for Quotation.
10. **Bid Deposit:** A certified or cashier's check furnished by a bidder guaranteeing that the bidder will not withdraw the bid for a specified period of time, will furnish bonds

HENNEPIN COUNTY PURCHASING RULES

Section 11: Definitions (contd)

or other documents, as required, and will accept a contract, if awarded, or forfeit the deposit. The bid deposit is in lieu of a bid bond.

11. Bid Documents: The specifications, contract terms and conditions, advertisement or Invitation for Bids, instructions to bidders, bid form(s), other forms, proposed contract forms including all addenda, issued prior to bid opening.
12. Biddable Service: A service which can be specified in sufficient detail and clarity that all bidders may precisely calculate the costs for the service and where low bidder meeting specifications can be the basis for contract award, or where a service is required by law to be bid.
13. Bidder: One who submits a proposal in response to an Invitation for Bids or Request for Quotation.
14. Bond
 - a. Bid Bond: An insurance agreement, accompanied by a monetary commitment, by which a third party accepts liability and guarantees that the bidder will not withdraw the bid for a specified period of time, the bidder will furnish bonds or other documents as required, and if the contract is awarded to the bonded bidder, the bidder will accept the contract as bid, or else the third party will pay a specific amount to the County.
 - b. Payment Bond: An insurance agreement which assures payment, as required by law, to all persons supplying labor or materials for the completion of work under a contract.
 - c. Performance Bond: An insurance agreement executed by a successful bidder subsequent to contract award, to protect the County from loss due to the bidder's failure to complete the contract as agreed; secures the fulfillment of all contract requirements.
15. Budget
 - a. Approved Project Budget: That sum approved by the County Board, or other authorized official, either as a part of the Capital Improvement Program or a department's operating budget.
 - b. Capital Budget: The County Board approved financial plan for the first year of the five-year Capital Improvement Program for capital projects that include, but are not limited to, facility construction, facility modification, leasehold improvements, road/bridge construction or improvement, land/building acquisition as well as building or system improvements such as the 800 MHz Trunked Radio System.

HENNEPIN COUNTY PURCHASING RULES

Section 11: Definitions (contd)

- c. Operating Budget: The financial plan for the fiscal year which authorizes proposed personnel complements, expenditures and the revenues to finance them.
- 16. Buyer: A worker in the Purchasing Office who is appointed to purchase a specific range of goods or services on a routine basis, usually under the supervision of the Purchasing Manager directly or through subordinate manager.
- 17. Capital Improvement Program: A five-year plan for proposed capital improvements, the first year of which is formally adopted as the Capital Budget.
- 18. Capital Project: A facility construction or modification project or a road and bridge project approved by the County Board as part of the Capital Improvement Program.
- 19. Certificate of Insurance: A document providing evidence that certain types of insurance coverages and limits have been purchased by the party required to furnish the certificate.
- 20. Change Order: A written change to the contract signed by the contractor, the County and, where applicable, the consultant; issued after execution of the contract authorizing a change in the work or quantities of pay items or an adjustment in the contract sum or the contract time.
- 21. Commodity: An article of trade, a movable article of value, something that is bought or sold, or any movable or tangible thing that is produced or used as the subject of barter or sale. Goods, materials, supplies and equipment are commodities.
- 22. Contract: A verbal or written agreement between authorized parties, with binding legal and moral force, usually exchanging goods or services for money or other consideration. Use of the term contract herein may, given its use and context, include amendments to the contract.
- 23. Contract Amendment: Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity or other provision of the contract, accomplished by mutual action of the parties to the contract prior to contract termination.
- 24. Contract Documents: As related to the competitive bid process, consist of the Specifications/Invitation for Bids, instructions to bidders, contractor's bid form with required and/or County accepted forms or attachments, if any, executed contract, conditions of the contract (general, supplementary and other conditions), any drawings, specifications, a required Affirmative Action Plan, other forms, all

HENNEPIN COUNTY PURCHASING RULES

Section 11: Definitions (contd)

addenda issued prior to bid opening and all modifications issued after execution of the contract.

25. Contractor or Vendor: The person or entity who enters into a contract with the County to furnish commodities, services, or work.
26. County: The County of Hennepin.
27. Debarment: The exclusion of a person or company from participating in a purchasing activity for an extended period of time because of previous illegal or irresponsible action.
28. Disqualification: The exclusion of a person or company from participating in a purchasing activity for a limited period, normally not to exceed twelve (12) months, because of previous performance problems, illegal or irresponsible actions.
29. Emergency Purchase: A purchase of commodities, services, or work necessitated by breakage, damage, or decay or when the public interest would suffer by delay, which is made without following the normal purchasing procedure.
30. Evaluation of a Bid: The process of examining a bid after opening to determine the bidder's price(s), responsibility, responsiveness to requirements and other characteristics of the bid related to the selection of the lowest responsible bidder meeting specifications.
31. Facility Construction Project(s): New construction, additions, or acquisition of buildings and land.
32. Facility Asset Preservation Program: Projects that preserve and maintain the functionality of a facility, including: i) correcting infrastructure deficiencies; ii) code upgrades; iii) equipment replacements; and iv) major facility repairs or renovations. For further explanation see the Facility Asset Preservation Program Guidelines.
33. Formal Bid (Bid over the Statutory Bid Limit): Unless specified otherwise in the bid proposal, a bid which must be submitted in a sealed envelope and in conformance with a prescribed format to be opened in public at a specified time. Bid statutes specify the minimum monetary amount when formal bidding is required. (See Statutory Bid Limit.)
34. Guarantee or Guaranty (See Warranty.)

HENNEPIN COUNTY PURCHASING RULES

Section 11: Definitions (contd)

35. Human Services: The services included in the County's Children and Community Social Services Plan (MN Stat. 256M.01 to 256M.80) and in the County's Minnesota Family Investment Program Consolidated Fund Plan (MN Stat. 256.01).
36. Informal Bid: An unsealed competitive offer conveyed by letter, telephone, or other means that does not require public advertisement and is not required by law to be bid.
37. Information Technology agreements include those for development, maintenance, support, and use/licensing of computer systems, software, networks and/or other technology, including cloud computing and cloud services, and optical fiber.
38. Invitation for Bids (IFB): A formal request which is made to prospective suppliers requesting the submission of a bid on commodities, services, or work.
39. Lease: A contract giving the County the right to use an asset owned by another (the lessor) for a specified time, in return for compensation. Title does not pass from the lessor to the County.
40. Lease-Purchase: A lease in which the lease payments are applied, in whole or in part, as installment payments for equity or ownership upon completion of the contract.
41. Lowest Responsible Bidder: The bidder whose bid is in compliance with the specifications in all material respects and whose bid in unit price, total cost of operation or value per dollar is lower than any of the other bidders, and whose past performance, and business and financial capabilities are such that they are judged by the appropriate authority to be capable of satisfying the County's needs for the specific contract.
42. Optical Fiber: fiber optic cable along with, as applicable, related conduit, duct or the like as well as necessary connections, vaults, panels, multiplexers and other equipment required to make the fiber operational.
43. Personal Services: Services provided by an individual, firm or corporate entity where time constraints or specialized service needs preclude use of County staff.
44. Prequalification of Vendors/Bidders: The screening of potential vendors in which the County considers such factors as financial capability and management in order to develop a list of responsible bidders qualified to bid on a contract(s).
45. Prequalification of Commodities and Services: A procedure whereby the procurement process is facilitated by establishing before bid solicitation (or bid award) whether a particular commodity or service meets the required quality standards.

HENNEPIN COUNTY PURCHASING RULES

Section 11: Definitions (contd)

46. Prevailing Wage Rate: The hourly basic rate of pay plus the contribution for health and welfare benefits, vacation benefits, pension benefits, and any other economic benefit paid to the largest number of workers engaged in the same class of labor within the area and includes, for the purposes of section 177.44, rental rates for truck hire paid to those who own and operate the truck. The prevailing wage rate may not be less than a reasonable and living wage. MN Stat. 177.42 Subd. 6
47. Price Agreement: A contractual agreement in which the County contracts with a vendor to provide the purchaser's requirements at a predetermined price per unit. Usually it involves a minimum number of units, orders placed directly with the vendor by the County and a limited duration of the contract (usually one year).
48. Professional Services: Those services which require specialized training, knowledge and intellectual skills such as architectural, engineering, medical, accounting, auditing, legal, real estate, consulting and counseling services.
49. Proposal: An offer to provide commodities or perform services, or work either at a specified cost as in a bid proposal, or at a rate or sum as in professional/personal services.
50. Purchase Order: The purchaser's document used to formalize a purchase transaction with a vendor. The terms and conditions printed on the back of the form or otherwise included in the document are not applicable when a Request for Quotation, the Standard Terms and Conditions, or other terms and conditions have been utilized.
51. Purchasing (or Purchasing office): See "Purchasing Manager" below.
52. Purchasing Coordinator: An employee who has authority to do one or more of the following: prepare purchasing documents and requests for quotations; approve office supply requisitions and purchase releases; purchase commodities in the open market in accordance with the generic contract utilization policy; and obtain telephone quotations for emergency purchases if so directed.
53. Purchasing Manager: The position, pursuant to Hennepin County's purchasing statute and Purchasing Rules, delegated the responsibility for most of Hennepin County's purchasing tasks.
54. Ratification: The process of County Board approval of an action subsequent to its execution which normally follows authorization of the action by the County Administrator or other responsible official.

HENNEPIN COUNTY PURCHASING RULES

Section 11: Definitions (contd)

55. Request for Proposal (RFP): A formal request for a written offer, to provide professional, personal, human, or other non-competitive services under circumstances when bidding is not required.
56. A Request for Quotation (RFQ): A form of informal solicitation, including obtaining oral or written quotes from vendors without formal advertising and receipt of sealed bids. The RFQ document contains the terms and conditions of a proposed transaction. It is normally used for purchases where statutes do not require formal sealed bids and it is considered good business practice to establish price competition.
57. Reseller: A third-party vendor that is duly authorized by the proprietary owner of Information Technology to sell said Information Technology on the owner's behalf
58. Responsible Bidder: A bidder whose past performance and business and financial capabilities are such that the bidder is judged by the appropriate responsible purchasing official to be capable of satisfying the government's needs for a specific contract and who is not debarred by the County.
59. Responsible Purchasing Official: An employee with responsibility and authority, approved by the County Board either directly or through written delegation, to perform purchasing duties.
60. Responsive Bidder: A bidder whose bid conforms to and/or does not materially vary from the specifications and terms set out in the Invitation for Bids.
61. Road and Bridge Project: A new construction, modification or repair, or an acquisition of buildings and/or land project for work to be performed on part of the County transportation system, and which is normally part of the Capital Improvement Program.
62. Sign: execution of an agreement by written (paper) signature or by electronic signature pursuant to the rules herein.
63. Single Source (See Sole Source.)
64. Small Purchase: An acquisition that may be made in the open market as allowed by law and County policy without regard to bidding procedures.
65. Software: computer software, applications, utilities or other related code that resides or operates on County's computers, vendor's computers or other hosted computers including but not limited to online subscriptions to vendor hosted applications and/or content.

HENNEPIN COUNTY PURCHASING RULES

Section 11: Definitions (contd)

66. Sole Source: Characterized as the one and only source, regardless of the marketplace, possessing a unique and singularly available performance capability for the purpose of the contract award. (Sometimes used interchangeable with the term "Single Source".)
67. Solicit: The process or method whereby County solicits, considers and/or selects a vendor for a purchase or license of services, Information Technology or other acquisitions.
68. Specifications: Any description, written or graphic as in the case of drawings, of the physical, technical, functional characteristics or of the nature of a commodity, service or construction item. It may include a description of any requirement such as inspecting, testing or preparing a commodity, service or construction item for delivery. It may also include provisions which govern various aspects of the relation of parties under the contract.
69. Statutory Bid Limit: The estimated contract amount as stated in MN Stat. 471.345, Subd. 3 at which the County and other municipalities are required to publicly solicit for sealed bids when applicable law demands bidding. (As stated in MN Stat. 471.345, Subd. 6, the purpose of this section is to establish for all municipalities uniform dollar limitations upon contracts which shall or may be entered into on the basis of competitive bids, quotations or purchase or sale in the open market. To the extent inconsistent with this purpose, all laws governing contracts by a particular municipality or class thereof are superseded. In all other respects such laws shall continue applicable.) The statutory bid limit, effective in July 2019 is \$175,000 Hennepin County's special purchasing statute 383B.141-.151, and 383B.159 interacts with this section 471.345.
70. Supplemental Agreement: A written agreement between Public Works road and bridge contracting authority and the contractor, executed on the prescribed form and approved as required by law, covering the performance of extra work or other alterations or adjustments as provided for within the general scope of the contract, but which extra work constitutes a modification of the contract as originally executed and approved.
71. Transportation Supplemental Capital Activities project contracts: Projects that preserve, maintain and update the functionality of a transportation asset, including: i) pavements, traffic signal systems, drainage structures, and roadside elements; ii) upgrade pedestrian ramps and install Accessible Pedestrian Signals (APS) to meet current ADA design standards; iii) implement safety and mobility improvements that target crash reduction and delays for all modes; and iv) engineering activities associated with capital projects. For further explanation see the Transportation Supplemental Capital Activities Guidelines.

HENNEPIN COUNTY PURCHASING RULES

Section 11: Definitions (contd)

72. Unit Price: An amount stated in the proposal as a price per unit for commodities or services as described in the bid documents or in the proposed contract documents.
73. Waste Facility: All property, real or personal, including negative and positive easements and water and air rights, which is or may be needed or useful for the processing or disposal of waste, except property for the collection of the waste and property used primarily for the manufacture of scrap metal or paper. Waste facility includes but is not limited to transfer stations, processing facilities, and disposal sites and facilities.
74. Warranty: The terms "warranty" and "guarantee" are often used informally and in commercial transactions as having the same meaning as where equipment is "guaranteed" for a number of years, the term "warranted" being the more appropriate term in such case. A warranty is the representation, either expressed or implied, that a certain fact regarding the subject matter of a contract is presently true or will be true subject to any specified limitation. In a sales contract it is often a guarantee of the integrity of a product and of the maker's responsibility for the repair or replacement of defective parts. "Guarantee" or "guaranty" means a contract or promise by one person to answer for the payment of a debt or performance of the obligations of another person in case of the other's default.

HENNEPIN COUNTY PURCHASING RULES

Section 12: List of Applicable Minnesota Statutes/Board Resolutions/Policies

List of Applicable Minnesota Statutes

13.03	Access To Government Data
13.37	Subd. 2 General, Nonpublic Data; Classification (Includes Trade Secret Information and Sealed Bids Before Opening, etc.)
15C	False Claims Against the State
15.054	Public Employees Not To Purchase Merchandise From Governmental Agencies; Exceptions; Penalty
15.71	Public Contracts; Security for Completion of Performance; Definitions
15.72	Progress Payments on Public Contracts; Retainage
15.73	Alternative Form of Retainage
15.74	Exceptions to Application
16B.122	Purchase and Use of Paper Stock; Printing
115A.15	State Government Resource Recovery
116.70	CFC - Processed Packaging - Definitions
119A.375	Community Action Agencies
144.581	Hospital Authorities
160.17	Road Construction Contracts; Counties And Towns
161.23	Excess Acquisition
162.04	Limitation on Payment of Contract Price
176.182	Business Licenses Or Permits; (Workers' Compensation) Coverage Required
177.42	Minimum Wages - Definitions (Includes "Prevailing Wage Rate")
181.59	Discrimination On Account of Race, Creed, Or Color Prohibited In Contract
256.0112	Grants and Purchase of Service Contracts
279.07	Bids for Publication of Delinquent Real Estate Tax List
279.08	Bid Award for Publication of Delinquent Real Estate Tax List (Newspaper Designation)
331A	Newspapers (Sets Forth The Law For The Publication of Public Notices By Qualified Newspapers)
336	Uniform Commercial Code
337.01	Building And Construction Contracts; Indemnification Agreements
337.02	Unenforceability Of Certain Agreements
337.03	Nonapplication To Certain Agreements
337.04	Validity Of Other Agreements
337.05	Agreements To Insure
337.06	Common Law Rights
337.10	Building and Construction Contracts; Prohibited Provisions
373.01	Powers
373.02	Powers, How Exercised
375.09	May Not Hold Other Office; Bribery; Violation; Malfeasance
375.12	Publication of Proceedings
375.13	County Board Chair (Officials' Signatures on Documents)
375.17	Publication of Financial Statements

HENNEPIN COUNTY PURCHASING RULES

Section 12: List of Applicable Minnesota Statutes/Board Resolutions/Policies

List of Applicable Minnesota Statutes (contd)

375.19	Additional County Board Powers
375.26	Gifts, Acceptance
375.27	Liabilities, Limitations, Conditions of Gifts of Realty
375.84	Prepay Software, Subscriptions, United States Documents
375.85	Counties May Market Software Products
375.86	Application Of Other Law
382.18	375.171 Credit Cards Officials Not To Be Interested In Contracts
383B.116	Subd. 3 Prohibited Payments and Obligations Subd. 4 Illegal Expenditure
383B.141	Central Purchasing Authorization
383B.142	Procedure
383B.143	Contracts For Purchases
383B.144	Prequalification
383B.145	Competitive Bidding
383B.146	Purchases Consistent With Law
383B.147	Vendor Discounts
383B.148	Rules And Regulations
383B.149	Purchases Or Contracts Forbidden
383B.15	Bonds
383B.151	Financial Interest Forbidden
383B.159	Real Property Leases
383B.217	Subd. 7 <i>Hennepin County Healthcare System</i> Purchases and Marketing.
383B.921	Subd. 1 <i>Hennepin County Healthcare System</i> Public Procurement
383B.99	Laws Not Applicable
384.13	Claims, Disbursements
465.03	Gifts to Municipalities
465.035	Public Corporation, Conveyance Or Lease Of Land
465.036	Gifts, Hospitals
465.71	Installment And Lease Purchases; Cities; Counties; School Districts
471.345	Uniform Municipal Contracting Law Subd. 5a County Rental Contracts Subd. 20 – Solicitations to small business enterprises or veteran-owned small businesses
471.35	Specifications Of Supplies Or Equipment
471.36	Noncompetitive Supplies And Equipment
471.37	Violations
471.38	Claims
471.391	Declaration Form
471.392	Penalty
471.40	Auditing Claims
471.41	Auditing Accounts Not Itemized A Gross Misdemeanor
471.425	Prompt Payment Of Local Government Bills
471.59	Joint Exercise Of Powers

HENNEPIN COUNTY PURCHASING RULES

Section 12: List of Applicable Minnesota Statutes/Board Resolutions/Policies

471.463	Construction Manager At Risk
471.64	Acquisition Of Property From United States And State Agencies
471.85	Property Transfer; Public Corporations
471.87	Public Officers, Interest In Contract; Penalty
471.88	Exceptions
471.881	Exceptions; Application
471.89	Contract, When Void
471.895	Certain Gifts by Interested Persons Prohibited
473.811	Metropolitan Counties and Solid Waste Management
473.844	Metropolitan Landfill Abatement Fund
574.26	Contractors' Bonds
574.263	Forestry Development Projects
574.264	Security in Lieu of Bond (Forestry Development Projects)
574.38	Letters of Credit

NOTE: This list includes the major statutory references related to purchasing matters; however, it may not be all-inclusive.

List of Applicable Hennepin County Board Resolutions

Section 3: Equal Opportunity and Affirmative Action

84-5-403
86-12-879R1
87-6-394B as amended
98-4-273
98-5-274
99-8-58300-8-590R2
18-0140R2

Section 4: County Board Contracting Authority

80-1-2
81-1-61
85-6-386R2
97-4-238
02-500

Section 5: Delegation of County Board Authority

80-1-2
85-6-386R2
86-11-870
87-5-336
97-4-238

HENNEPIN COUNTY PURCHASING RULES

Section 12: List of Applicable Minnesota Statutes/Board Resolutions/Policies

98-4-233

List of Applicable Hennepin County Board Resolutions (contd)

99-182

00-12-931

01-4-263

02-7-471

05-333

07-4-154R1

07-11-591

22-0513

Section 6: Purchase of Commodities, Biddable Services, and Construction

87-7-603

91-9-810

92-6-489R2

97-7-442

04-126 (as modified by 04-126R1)

04-268, as updated by 08-021R1)

04-436

07-4-154R1.

Section 7: Purchase of Personal, Professional and Human Services

98-11-755R1

Section 9: Cooperative Purchasing Programs

02-7-471

NOTE: This list includes the major Hennepin County Board Resolution references related to purchasing matters; however, it may not be all-inclusive.

List of Applicable Hennepin County Policies

Hennepin County Human Resources Rules

Hennepin County Administrative Manual

Hennepin County Accounting Manual

NOTE: This list includes the major Hennepin County policy references related to purchasing matters; however, it may not be all-inclusive.

Appendices

Appendix A – Delegation/Designation Documents from County Administration

For the most recent delegation documents, contact County Administration or go to the Hennepin County intranet site:

<http://hcinet/hcnet/> > County Departments > County Administration > Administration > Contract Forms > Addendum to Purchasing Rules.doc

Board Action Request

23-0339

Item Description:

Human Services & Public Health resolution, including contracts and amendments to contracts with provider - 2312

Resolution:

BE IT RESOLVED, that the contracts, contract amendments and administrative actions of the Human Services & Public Health Department and Department of Community Corrections and Rehabilitation made pursuant to chapters 256E and 393 of Minnesota Statutes, as detailed in Human Services & Public Health Contract Report 2312 be approved; that the report be filed in Contract Management Services; that the Chair of the Board be authorized to sign the contracts, contract amendments, and administrative actions on behalf of the County; and that the Controller be authorized to disburse funds as directed. Such contracts are subject to ministerial adjustment when such adjustments are done within the constraints of the approved Hennepin County Budget and when signed by the County Department Director or Designee.

Background:

The contracted dollar amounts are based on estimates of program costs and/or utilization during prior periods. Funding for each contract is provided for within service categories in the Human Services & Public Health Department and Department of Community Corrections and Rehabilitation approved annual budgets. Occasionally new services are implemented which are not in the budget, but which are fully funded under state or federal grants or other new funding.

Contracted dollar estimates are based upon prior year usage and are subject to fluctuation in placement patterns, service need, and cost shifts. Therefore, it may be necessary to process ministerial adjustments to contracts to increase or decrease contract amounts or to make minor service changes consistent with the department budget and strategic plan. Placement agreements are also processed administratively.

Contracts include services in the following areas: adult mental health; developmental disabilities; chemical health; adult housing; early intervention and family intervention services, interpreter services, health services, welfare advocacy, and various other human services. Expectations for ongoing outcome measurement are included in all new, renewal, or extended contracts. Outcome measures, which are developed by the county and contracted providers, assess the effectiveness of a service and its impact on an eligible recipient's condition or functioning level. Outcome information is used to modify or improve programs as well as to evaluate effectiveness of different types of intervention and providers. A detailed listing of the specific actions requested by this BAR and an explanation of all unusual items is reflected in the summary of the report.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0340

Item Description:

Amd 1 to Agmt A2211386 with Substance and Mental Health Services Administration accepting grant funding for community mental health services for youth and families, ext end date to 09/29/24, incr recv by \$915,870

Resolution:

BE IT RESOLVED, that Amendment 1 to Agreement A2211386 with the Substance and Mental Health Services Administration advances the System of Care model for youth and families, extending the end date to September 29, 2024 and increasing the receivable amount by \$915,870 for a new total receivable amount of \$1,592,240, be approved; that the Chair of the Board be authorized to sign the agreement on behalf of the county; and that the Controller be authorized to accept and disburse funds as directed; and

BE IT FURTHER RESOLVED that sponsorship and acceptance of grant funding for this program by the Hennepin County Board of Commissioners does not imply a continued funding commitment by Hennepin County for this program when grant funds are no longer available.

Background:

This Substance Abuse and Mental Health Services Administration grant is a four-year funding opportunity to expand the System of Care model. Board Resolution 22-0366 accepted a grant in the amount of \$676,370 with Year Two funding made available in the amount of \$915,870. Grant allocations for subsequent years are awarded on an annual basis.

Through this grant, Hennepin County will: (1) Expand the Family Response and Stabilization Services (FRSS) program; (2) Expand capacity for parent and youth engagement efforts; and (3) Establish a System of Care Governance Board.

Family Response and Stabilization Services (FRSS) respond to parent and caregiver stress and sense of urgency related to their child's mental health and/or behavioral challenges. The goal of FRSS services is to prevent escalating tension and unwanted behaviors in the family that leads to out-of-home placement, ER visits, and law enforcement involvement while strengthening the parent/caregiver's ability to support their child in the home and community. FRSS was first piloted in August of 2021 and served 322 families through July 2023. Through this funding, FRSS will expand its footprint by providing 72-hour mobile crisis Family Response services, in addition to providing 8-week Stabilization Services to support youth and families to navigate systems, put clinical and non-clinical support systems in place, and keep youth at home and in school. To reach these goals, the program will expand services to new community partnerships including hospitals, schools, and 911 Embedded SW.

The FRSS expansion will use grant funding to enhance the involvement of parents and young people in discussions and decisions regarding systems and policies. A Family Coordinator was employed to design and implement strategies that will engage a diverse range of parents and young people in efforts towards transformative change.

Additionally, the System of Care Governance Board will be established to supervise and guide the

transformation of the children's mental health system, using the System Of Care framework. This Board will include parents and young people, community providers, leaders, and other stakeholders who will review and advise on Hennepin County's implementation of the Substance Abuse and Mental Health Services Administration's System of Care framework for youth and family mental health care.

This request supports the county's identified priorities and goals for the disparity reduction Health domain by focusing on achieving health equity where every person feels they can attain their highest health potential, and no one is disadvantaged from achieving this potential because of social position or other socially determined circumstances.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0341

Item Description:

Agmt A2311882 with the MN Dept of Public Safety, Office of Justice Programs accepting grant funding for African American crime victim advocacy services and direct client assistance, 10/01/23-09/30/24, \$140,000 (recv)

Resolution:

BE IT RESOLVED, that Agreement A2311882 with the Minnesota Department of Public Safety, Office of Justice Programs accepting grant funding for African American crime victim advocacy services and direct client assistance funding for the period October 1, 2023 through September 30, 2024 in the receivable amount of \$140,000 be approved; that the Chair of the Board be authorized to sign the Agreement on behalf of the County; and that the Controller be authorized to accept and disburse funds as directed; and

BE IT FUTHER RESOLVED, that a supplemental appropriation of \$35,000 and two (2), 0.25 FTE Legal Services Specialist positions be applied to the 2023 Hennepin County Attorney's Office (HCAO) budget; and

BE IT FURTHER RESOLVED, that the sponsorship and acceptance of this grant funding for this program by the Hennepin County Board of Commissioners does not imply a continued funding commitment by the County for this program when grant funds are no longer available.

Background:

The HCAO Domestic Abuse Service Center (DASC) has received the African American grant from the Department of Public Safety since 2016. The Victim Service Division (VSD) of the HCAO has 47 advocates providing services to victims of crime. The demand for these services has been extensive and ongoing. The VSD has bilingual, bicultural staff who serve various underserved populations; community relationships and victim needs are further enhanced through the ability to focus advocacy services to the African American community. The grant supports these focused efforts and funds 2.0 Legal Service Specialist advocacy positions. An additional component of the grant provides funding assistance to victims for food, safe housing, transportation, moving expenses and other personal needs.

An overview of staffing and grant funding across the term of the grant is outlined below.

Year	FTE	Personnel	Non-Personnel	Total
2023	2 - 0.25 FTE	\$32,500	\$2,500	\$35,000
2024	2 - 0.75 FTE	\$97,500	\$7,500	\$105,000
Total:	2 - 1.0 FTEs	\$130,000	\$10,000	\$140,000

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0342

Item Description:

Three Agmts with District Court, for DWI Court Program probation services, Ignition Interlock Program services and Treatment Court testing and monitoring services, 10/01/23-09/30/24, \$226,877 (combined recv)

Resolution:

BE IT RESOLVED, that Agreement A2311872 with the State of Minnesota, 4th Judicial District, for the DWI Court Program which includes services related to probation and alcohol monitoring in the receivable amount of \$184,850; Agreement A2311873 for Ignition Interlock funding in the receivable amount of \$14,027; and Agreement A2311874 for testing and monitoring of treatment court clients in the amount of \$28,000, all three agreements during the period October 1, 2023 through September 30, 2024 in the combined receivable amount of \$226,877 be approved; that the Chair of the Board be authorized to sign the agreements on behalf of the county; and that the Controller be authorized to accept and disburse funds as directed; and

BE IT FURTHER RESOLVED, that the acceptance of grant funding for these programs by the Hennepin County Board of Commissioners does not imply a continued funding commitment by Hennepin County for these programs when grant funds are no longer available.

Background:

Agreement A2311872, DWI Court, 10/01/23-9/30/24, \$184,850 (recv)

The State of Minnesota, through the Fourth Judicial District Court, has established a DWI Court Program designed to intervene in the chemically dependent lifestyles of repeat clients. As part of the DWI Court program, Hennepin County Department of Community Corrections and Rehabilitation (DOCCR) provides extensive specialized probation services to supervised clients. Utilizing Federal funds, the State and DOCCR have been involved in a cooperative agreement since 2007 wherein the State reimburses DOCCR for the salary and fringe benefits incurred by probation.

A new cost formula, implemented in March, is based on probation client counts being served in DWI Court rather than funding designated FTE positions, providing flexibility in staffing as client counts fluctuate. This grant requires that DOCCR provide a local match of \$45,455, which is about 20 percent of the grant program costs.

Agreement A2311873, Ignition Interlock, 10/01/23-9/30/24, \$14,027 (recv)

Since 2013, Hennepin County has participated in the Integrated Judicial and Administrative Ignition Interlock Program, a pilot program funded by the Minnesota Department of Public Safety (DPS). Increased use of ignition interlock devices among offenders convicted of driving while intoxicated (DWI) has been shown to reduce recidivism and increase legal driving.

Although eligible to drive legally with ignition interlock devices installed, many DOCCR clients have not utilized ignition interlock devices because of the significant expenses associated with both installation of the equipment and monthly monitoring fees. This grant program subsidizes the ignition interlock installation costs and monthly monitoring fees for participants.

This grant requires that DOCCR provide a local match of \$3,380 which is 20 percent of the grant program costs.

Agreement A2311874, Testing and Monitoring, 10/01/23-9/30/24, \$28,000 (recv)

As part of the Fourth Judicial District's treatment court programs, the Department of Community Corrections and Rehabilitation (DOCCR) provides specialized services to supervised participants, including electronic home monitoring (EHM), remote electronic alcohol monitoring (REAM) and urinalysis (UA) testing for substance use monitoring. Since 2021, District Court has reallocated state grant funds to help partially fund these services for the treatment court population.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0343

Item Description:

Release drainage, utility, sightline and retaining wall easements no longer needed for transportation related purposes along CSAH 19 (Smithtown Road) in the cities of Shorewood and Tonka Bay

Resolution:

BE IT RESOLVED, that approximately 2,407 square feet of drainage, utility, sightline and retaining wall easements located adjacent to County State Aid Highway (CSAH) 19 (Smithtown Road) in the cities of Shorewood and Tonka Bay, be declared excess and released; and that said easements are legally described in Attachment A.

Background:

A developer, TSML Properties, LLC is requesting the release of approximately 2,407 square feet of drainage, utility, sightline and retaining wall easements adjacent to Smithtown Road for the development of Lake Park Villas consisting of 11 twin homes (seven homes in the city of Shorewood and four in the city of Tonka Bay).

Based on county staff review, these easements will no longer be needed after the retaining wall is removed.

Current Request: This request is for authorization to declare certain easements as excess right of way and release approximately 2,407 square feet of drainage, utility, sightline and retaining wall easements located adjacent to Smithtown Road as legally described in Attachment A for the residential development as requested by the developer.

Impacts/Outcomes: Approval of this request will release interests no longer needed by Hennepin County and facilitate residential development on the two parcels.

Recommendation from County Administrator: Recommend Approval

Right of Way Vacation

Smithtown Rd (CSAH 19) in Shorewood and Tonka Bay



BAR map date:
7/19/2023

ATTACHMENT A

Parcel #1:

Easements to be vacated over the following described tract:

That part of the following described property: Tract B except that part thereof lying Southwesterly of a line drawn from a point in the Southerly line of said Tract distant 38 feet East of the Southwest corner thereof to the Northwest corner of said Tract and except that part of said Tract lying Northwesterly of a line drawn from said Northwest corner to a point on the Easterly line of said tract distant 12 feet South of the most Northerly corner of said Tract, Registered Land Survey No. 482 Hennepin County, Minnesota, Which lies Easterly of the following described line and its extensions: Beginning at a point on the Westerly line of said Tract B distant 52.00 feet Southerly from the Northwest corner of said Tract B; thence Northerly to a point on the Northwesterly line of said Tract B distant 50.00 feet Northeasterly from said Northwest corner and said line there terminating.

Said easements being vacated described as follows:

A permanent easement for sightline, drainage and utility purposes over all that part of the above described tract which lies northerly of the below described "Line 1" and southerly of the following described "Line 2":

Beginning at a point on the below described "Line 1" distant 98.08 feet southwesterly of the point of beginning of said "Line 1"; thence South 88 degrees 33 minutes 07 seconds West for 38.87 feet more or less to the west line of the above described tract, and said "Line 2" there terminating.

"Line 1":

Commencing at the southeast corner of said Tract B, REGISTERED LAND SURVEY NO. 482; thence run northerly along the east line thereof on an assumed bearing of North 0 degrees 01 minutes 44 seconds East for a distance of 27.80 feet to the actual point of beginning of "Line 1" being described; thence South 71 degrees 15 minutes 09 seconds West for 137.35 feet more or less to the west line of the above described tract and said "Line 1" there terminating.

Also a permanent easement for drainage and utility purposes over all that part of the above described tract described as follows:

Commencing at a point on the above described "Line 1" distant 98.08 feet southwesterly of the point of beginning of said "Line 1"; thence South 88 degrees 33 minutes 07 seconds West along the above

described "Line 2" for 7.64 feet to the point of beginning of the easement being described; thence North 8 degrees 10 minutes 26 seconds West for 11.40 feet; thence South 71 degrees 15 minutes 11 seconds West for 17.76 feet; thence South 8 degrees 10 minutes 26 seconds East for 6.09 feet more or less to said "Line 2"; thence North 88 degrees 33 minutes 07 seconds East along said "Line 2" for 17.58 feet more or less to the point of beginning.

Also a permanent easement for drainage, utility and wall purposes over all that part of the above described tract described as follows:

Beginning at the intersection of the east line of the above described tract and said "Line 1"; thence South 71 degrees 15 minutes 09 seconds West along said "Line 1" for 34.85 feet; thence North 60 degrees 34 minutes 48 seconds West for 29.74 feet; thence North 81 degrees 52 minutes 01 seconds West for 31.39 feet; thence North 0 degrees 34 minutes 40 seconds West for 9.28 feet to a point on a non-tangential curve, concave to the south having a radius of 225.00 feet and a central angle of 4 degrees 31 minutes 49 seconds; thence easterly along the arc of said curve a distance of 17.79 feet, said arc subtended by a chord bearing South 89 degrees 14 minutes 14 seconds East to a point on a compound curve, concave to the south having a radius of 50.00 feet and a central angle of 19 degrees 48 minutes 49 seconds; thence easterly along the arc of said curve a distance of 17.29 feet, said arc subtended by a chord bearing South 77 degrees 03 minutes 55 seconds East to a point on a reverse curve, concave to the north having a radius of 92.00 feet; thence easterly along the arc of said curve a distance of 56.64 feet more or less to the east line of said tract; thence South 0 degrees 01 minutes 44 seconds West along said east line for 7.98 feet more or less to the point of beginning.

Parcel #2:

An easement over the following described tract:

That part of Lot 3, Auditor's Subdivision Number 133, lying East of the West 220.82 feet of Lot 3 and lying Southerly and Westerly of the following described Line A:

Line A: Beginning at a point on the East line of the West 220.82 feet of Lot 3 a distance of 430 feet North of the Northerly boundary of County Road 19; thence East at right angles to a point distant 70 feet West of the East line of Lot 3; thence South parallel to the East line of Lot 3 to the Northerly boundary of County Road 19 and there terminating, Hennepin County, Minnesota.

Said easement being vacated described as follows:

A permanent easement for drainage, utility and wall purposes over all that part of the above described tract which lies northerly of the below described "Line 1" and southerly of the following described line:

Commencing at the termination of said "Line 1"; thence run southwesterly along said "Line 1" on an assumed bearing of South 39 degrees 33 minutes 35 seconds West for a distance of 12.49 feet to a point on a non-tangential curve, concave to the southeast having a radius of 808.94 feet and a central angle of 7 degrees 47 minutes 25 seconds said point being the actual point of beginning of the line being described; thence southwesterly along the arc of said curve a distance of 109.99 feet, said arc subtended by a chord bearing South 75 degrees 08 minutes 52 seconds West; thence South 71 degrees 15 minutes 09 seconds West tangent to said curve for 48.42 feet to a point on a tangential curve, concave to the north having a radius of 92.00 feet; thence southwesterly along the arc of said curve a distance of 20.00 feet more or less and said line there terminating.

"Line 1":

Commencing at the southeast corner of Tract B, REGISTERED LAND SURVEY NO. 482; thence run northerly along the east line thereof on an assumed bearing of North 0 degrees 01 minutes 44 seconds East for a distance of 27.80 feet to the actual point of beginning of "Line 1" being described; thence North 71 degrees 15 minutes 09 seconds East for 61.11 feet to a point on a tangential curve, concave to the southeast having a radius of 801.94 feet and a central angle of 7 degrees 10 minutes 46 seconds; thence northeasterly along the arc of said curve a distance of 100.49 feet, said arc subtended by a chord bearing North 74 degrees 50 minutes 32 seconds East; thence North 39 degrees 33 minutes 35 seconds East not tangent to said curve for 23.57 feet more or less to the east line of the above described tract and said "Line 1" there terminating.

Board Action Request

23-0304

Item Description:

Claims Register for the period ending August 11, 2023

Resolution:

BE IT RESOLVED, that the claims register for the period ending August 11, 2023, be ratified.

Background:

Resolution 07-4-154R1 delegated to the County Administrator and County Controller the authority to pay all claims of the County with subsequent ratification by the Board of Commissioners. Pursuant to Resolution 07-4-154R1 and Minnesota Statute 375.18, the list of all claims paid since the last regularly scheduled Board meeting is now presented to the Board for informational purposes and ratification. The Claims Register is on file with the Clerk of the Board.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0305

Item Description:

Claims Register for the period ending August 18, 2023

Resolution:

BE IT RESOLVED, that the claims register for the period ending August 18, 2023, be ratified.

Background:

Resolution 07-4-154R1 delegated to the County Administrator and County Controller the authority to pay all claims of the County with subsequent ratification by the Board of Commissioners. Pursuant to Resolution 07-4-154R1 and Minnesota Statute 375.18, the list of all claims paid since the last regularly scheduled Board meeting is now presented to the Board for informational purposes and ratification. The Claims Register is on file with the Clerk of the Board.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0308

Item Description:

Authorization to receive funds from the State of MN for the 2022 Emergency Management Performance Grant, 01/01/22-12/31/23, \$537,292 (recv)

Resolution:

BE IT RESOLVED, that the Hennepin County Board of Commissioners authorizes acceptance of funding for the Emergency Management Performance grant program for the period January 1, 2022 through December 31, 2023 in the receivable amount of \$537,292 and that the Controller be authorized to accept and disburse the funds as directed.

Background:

Emergency Management Performance Grant (EMPG) funds are allocated to the states by the United States Department of Homeland Security. The State of Minnesota, Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) passes funding through to the counties for reimbursement of up to 50% for eligible emergency management personnel and administrative costs. The purpose of these funds is to maintain emergency management capability in all hazards, mitigation, planning, response, and recovery. The county has received these funds since the early 1970s.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0309

Item Description:

Request subsequent designation of the HennepinCarver Workforce Development Area and submission of letter of intent to MN Dept of Employment and Economic Development; designate representative of Hennepin County in its capacity as Chief Elected Official of the local area

Resolution:

BE IT RESOLVED, that Hennepin County requests subsequent designation of the HennepinCarver Workforce Development Area as required by the Minnesota Department of Employment and Economic Development; and that the county's Chief Elected Official designee be authorized to sign the letter of intent to the State of Minnesota on behalf of the County; and

BE IT FURTHER RESOLVED, that Commissioner Irene Fernando remain the designated representative of Hennepin County in its capacity as Chief Elected Official ("Chief Elected Official designee") of the HennepinCarver Workforce Development Area.

Background:

The federal Workforce Innovation and Opportunity Act ("WIOA" or the "Act") is implemented through local workforce development areas. WIOA identifies certain responsibilities for the "Chief Elected Official" of local government in a local workforce development area. Where an area is comprised of multiple units of local government, the entities may by agreement designate their respective roles.

The suburban Hennepin and Carver County areas together comprise a local workforce development area and have executed a Joint Powers Agreement outlining the terms of their cooperation (JPA between Hennepin and Carver Counties dated October 18, 2018, Contract No. A188954). This Joint Powers Agreement states that Hennepin County shall be the designated Chief Elected Official for the HennepinCarver Workforce Development Area.

The Chief Elected Official and the Workforce Development Board have responsibilities outlined under WIOA (20 CFR 679) and subsequently described in an Operating Agreement between the Hennepin County Board and the HennepinCarver Workforce Development Board (Agrmt No. A199586).

As Chief Elected Official (CEO), the county has the following responsibilities: Authorize and establish the Workforce Development Board (WDB); appoint members of the WDB; review and approve bylaws; set policy directions for the local area and the WDB; approve the budget of the WDB; review and approve the proposed local plan; review and approve the WDB's designation of the One Stop Operator Agreement.

The Local Workforce Development Board is responsible for: Coordinating activities with the CEO; providing strategic and operational oversight in collaboration with partners; assisting in the achievement of the state and regional strategic vision and goals outlined in the state plan; maximizing and continuing to improve the quality of services, customer satisfaction, and effectiveness of services.

The Minnesota Department of Employment & Economic Development (DEED) requires subsequent

designation of local workforce development areas. Each local workforce development area must submit a letter to the Commissioner of DEED to request subsequent designation in order to remain a local workforce development area for purposes of the Act. The letter must be signed by the Chief Elected Official and the Workforce Development Board Chair.

The designation of HennepinCarver as a Workforce Development Area allows the HennepinCarver Workforce Development Board to carry out its responsibilities as outlined in WIOA.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0310

Item Description:

Neg agmts PR00005525 with the City of Eden Prairie, 08/22/23-12/31/26, NTE \$200,000, PR00005526 with the Minnehaha Creek Watershed District, 08/22/23-12/31/26, NTE \$200,000; incr funding and budget authority for SWLRT project by \$1,672,995

Resolution:

BE IT RESOLVED, that consistent with the Southwest LRT Community Works Investment Framework, the County Administrator be authorized to negotiate Grant Agreements PR00005525 with the City of Eden Prairie, or affiliated entity, for the Golden Triangle Area Station Connection Trail, with the not to exceed amount of \$200,000 and PR00005526 with Minnehaha Creek Watershed District for the Blake Road Station Area Cedar Trail Connection, with the not to exceed amount of \$200,000 (Southwest LRT Community Works - CP 0031805), during the period August 22, 2023 through December 31, 2026; that following review and approval by the County Attorney's Office, the Chair of the Board be authorized to sign the agreements on behalf of the county; and that the Controller be authorized to disburse funds as directed; and

BE IT FURTHER RESOLVED, that funding and budget authority for the Southwest LRT Community Works project - CP 0031805 be adjusted from \$11,173,999 to \$12,846,994 to accurately reflect \$1,106,530 in revenue received from Three Rivers Park District and \$566,465 in revenue received from Calhoun Development LLC for a combined total of \$1,672,995 in revenue received, and that the Controller be authorized to accept and disburse funds as directed.

Background:

In 1993, Hennepin County launched Community Works, an innovative, place-based, cross-jurisdictional program that addresses areas with declining tax bases through coordinated public investments in corridor-scale infrastructure, natural systems, and redevelopment. Today, Community Works is a nationally recognized approach to community redevelopment, one with a track record of stimulating development, providing access to employment, building the long-term value of communities, and improving existing implementation systems.

Community Works program principles in were originally adopted in 1994 (Resolution 94-9-775):

1. Enhance the tax base
2. Stimulate employment development
3. Strengthen communities through connections
4. Maintain and improve natural systems
5. Build bridges for effective planning and implementation

Updated program goals were adopted in 2014 (Resolution 14-0397):

1. Enhance the tax base
2. Stimulate economic development and job growth
3. Strengthen and connect places and people
4. Innovate and advance sustainability
5. Lead collaborative planning and implementation

As part of the competitive request for proposals process conducted for the Transit Oriented Development Program in spring 2023, applications were accepted for concurrent consideration of funding from the Bottineau, Penn, and Southwest Community Works Programs. This allowed a more streamlined process to consider projects and an opportunity to invest the respective program dollars more strategically.

Southwest Community Works

The Southwest Light Rail Transit Community Works project was established to provide an organizational structure and process for coordinating light rail transit (LRT) engineering and a land use plan (Resolution 09-0596). In 2010, the County Board directed staff to begin project implementation to maximize the opportunities to enhance the public benefits of transit investments through strategic, coordinated public and private investments “beyond the rails” that will support economic development, creation of accessible jobs and housing, more efficient use of land, and creation of healthy, safe, and walkable neighborhoods served by public transit (Resolution 10-0303R1).

The current action increases the authorized funding and budget authority of the Southwest Community Works project (CP 0031805) to recognize the total combined revenue amount of \$1,672,995 received. This correction eliminates the need to request additional funding for CP 0031805 in 2024, as described below:

- Resolution 16-0428 authorized two agreements for construction of three trail grade-separations along the METRO Green Line Extension/Southwest Light Rail Transit corridor. Subordinate Funding Agreement A154416 authorized payment of up to \$2,605,000 to the Metropolitan Council for construction of the trail grade-separations, and Agreement 154100 authorized the receivable amount up to \$1,106,530 from Three Rivers Park District as contribution toward construction. In accordance with these agreements, \$2,605,000 has been paid to Metropolitan Council and \$1,106,530 in revenue has been received from Three Rivers Park District.
- Similarly, Resolutions 17-0514 and 18-0512 authorized Subordinate Funding Agreements A177958 and A189347 providing payment up to a combined total of \$579,000 to the Metropolitan Council for the realignment of 31st Street adjacent to the West Lake Green Line Extension LRT Station in Minneapolis. Agreement A178359 with Calhoun Development LLC authorized the receipt of up to \$579,000 as payment-in-full of all costs incurred for the 31st Street realignment. The full cost of \$566,465 has been paid to Metropolitan Council, and \$566,465 has been received from Calhoun Development.

Agreement PR00005525 with the City of Eden Prairie will provide funding for a multi-use trail in the Eden Prairie Golden Triangle LRT Station area. The proposed trail segment will run from the Golden Triangle LRT Station south one half-mile to Valley View Road, connecting to an existing trail network serving commuters and businesses located in the southern Golden Triangle Area Business Park with over 9,000 jobs. The trail connection improves access to employment opportunities in the Golden Triangle station area and is likely to increase ridership.

Agreement PR00005526 with the Minnehaha Creek Watershed District will contribute funds for a bicycle and pedestrian connection under the freight rail, light rail, and regional trail bridges between the Minnehaha Creek Preserve and the Cedar Lake Regional Trail, which connects to the Blake Road LRT Station. The proposed trail closes a gap in the Minnehaha Creek Greenway system and improves access to and from the light rail station at Blake Road.

These funding awards are consistent with the Southwest LRT Community Works Investment Framework and opening day improvements identified in the Transitional Station Area Access Plan (TSAAP), as well as previous Southwest Community Works project funding of trail grade separations in Hopkins and St. Louis Park (A154416), and the closing of a trail gap along Flying Cloud Drive in Eden Prairie (A15972).

Consistent with the Southwest LRT Community Works Investment Framework and existing Cooperative Agreements in place with cities along the corridor through 2025, remaining Southwest Community Works (CP

23-0310

0031805) budget authority (approximately \$1,068,451) would be made available to cities in 2024 and 2025 for first and last mile connections or other high priority projects on a competitive basis in coordination with the Transit Oriented Development program.

Current Request: Negotiate Grant Agreements PR00005525 with the City of Eden Prairie with a not to exceed amount of \$200,000; and PR00005526 with Minnehaha Creek Watershed District with a not to exceed amount of \$200,000, during the period of August 22, 2023 through December 31, 2026, and increase the funding and budget authority of CP 0031805 by \$1,672,995.

Impact/Outcomes: The Golden Triangle Area Station and Blake Road Station Area trail connection projects will connect transit riders to major job and employment destinations and to a larger bicycle and pedestrian network.

Budget table: CP 0031805 Southwest Community Works

Revenues:	Budget to date	Current Action	Total project
Bonds - GO	9,250,000		9,250,000
Federal - Other	825,000		825,000
Other	1,098,999		1,098,999
Three Rivers Park District		1,106,530	1,106,530
Calhoun Development LLC		566,465	566,465
TOTAL:	11,173,999	1,672,995	12,846,994
Expenditures:³	Budget to date	Current Action	Total project
Land	400,000		400,000
Construction	7,148,999	1,672,995 ⁴	8,821,994
Consulting	2,375,000		2,375,000
Other costs	750,000		750,000
Contingency	500,000		500,000
TOTAL:	11,173,999	1,672,995	12,846,994

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0311

Item Description:

Neg agmts PR00005523 with Partnership in Property Commercial Land Trust, NTE \$150,000; PR00005524 with Northside Economic Opportunity Network, NTE \$250,000, A2311856 with City of Mpls, all terms 08/22/23-12/31/25

Resolution:

BE IT RESOLVED, that consistent with the Penn Avenue Community Works Implementation Framework, the County Administrator be authorized to negotiate Grant Agreements PR00005523 with Partnership in Property Commercial Land Trust, or affiliated entity, for the Cleveland Commons project, with the not to exceed amount of \$150,000 and PR00005524 with Northside Economic Opportunity Network, or affiliated entity, for the NEON Food Business Incubator project, with the not to exceed amount of \$250,000 (Penn Avenue Community Works - CP 1001560), during the period August 22, 2023 through December 31, 2025; that following review and approval by the County Attorney's Office, the Chair of the Board be authorized to sign the agreements on behalf of the county; and that the Controller be authorized to disburse funds as directed; and

BE IT FURTHER RESOLVED, that consistent with Minnesota Statutes, section 383B.79, the County Administrator be authorized to negotiate Multijurisdictional Agreement A2311856 with the City of Minneapolis to provide for investment in the Cleveland Commons and NEON Food Business Incubator projects, during the period August 22, 2023 through December 31, 2025; that following review and approval by the County Attorney's Office, the Chair of the Board be authorized to sign the agreement on behalf of the county; and

BE IT FURTHER RESOLVED, that the remaining budget authority of \$1,786,886 in Penn Avenue Community Works (CP 1001560) be transferred to Bottineau LRT Community Works (1002318) for the purposes of investing in Penn corridor communities in Minneapolis, thereby increasing the appropriated budget for CP 1002318 to \$5,721,886; and that upon completion of the above-referenced Agreements on December 31, 2025 CP 1001560 be closed; and that the Controller be authorized to accept and disburse funds as directed.

Background:

In 1993, Hennepin County launched Community Works, an innovative, place-based, cross-jurisdictional program that addresses areas with declining tax bases through coordinated public investments in corridor-scale infrastructure, natural systems, and redevelopment. Today, Community Works is a nationally recognized approach to community redevelopment, one with a track record of stimulating development, providing access to employment, building the long-term value of communities, and improving existing implementation systems.

Community Works program principles in were originally adopted in 1994 (Resolution 94-9-775):

1. Enhance the tax base
2. Stimulate employment development
3. Strengthen communities through connections
4. Maintain and improve natural systems
5. Build bridges for effective planning and implementation

Updated program goals were adopted in 2014 (Resolution 14-0397):

1. Enhance the tax base
2. Stimulate economic development and job growth
3. Strengthen and connect places and people
4. Innovate and advance sustainability
5. Lead collaborative planning and implementation

As part of the competitive request for proposals process conducted for the Transit Oriented Development Program in spring 2023, applications were accepted for concurrent consideration of funding from the Bottineau, Penn, and Southwest Community Works Programs. This allowed a more streamlined process to consider projects and an opportunity to invest the respective program dollars more strategically.

Penn Avenue Community Works

The Penn Community Works Project was established to further stimulate economic recovery, beautification, livability, and job creation in North Minneapolis along Penn Avenue between Highway 55 and 44th Avenue North (Resolution 12-0238). The Penn Avenue Community Works Implementation Framework (Resolution 16-0099R1) prioritized county investment in redevelopment of vacant sites and buildings along the Penn Avenue Corridor.

Agreement PR00005523 with Partnership in Property Commercial Land Trust (PIPCLT) would provide funding to support the renovation of four properties near the intersection of Penn Avenue North and 35th Avenue. The project will use a commercial land trust model to create community ownership of property and long-term affordable commercial spaces. This project will enable four or more local business owners to own their commercial space at an affordable cost.

Agreement PR00005524 with the Northside Economic Opportunity Network (NEON) would provide funding for a new 22,000 square foot food business incubator on a 1.5-acre site located on West Broadway Avenue, east of Penn Avenue North, an area defined as a food desert by the United States Department of Agriculture (USDA). The project would provide commercial space to an estimated 250 local food entrepreneurs who are part of NEON's food business incubator program.

In accordance with Minnesota Statutes, section 383B.79, Multijurisdictional Agreement A2311856 between Hennepin County and the City of Minneapolis will create the necessary multi-jurisdictional reinvestment program for the specific purpose of investing in the PIPCLT and NEON projects.

Since the launch of Penn Avenue Community Works, Hennepin County and the Hennepin County Housing and Redevelopment Authority (HCHRA) have invested over \$43 million in redevelopment and transportation improvements to Penn Avenue North and Osseo Road, and public realm investments guided by the community vision established in the Penn Avenue Community Works Implementation Framework. This total is over and above the substantial investments in North Point Health and Wellness Center and other county facilities made in the Penn corridor in recent years.

County investment has leveraged over \$90 million from other agencies and the private sector. Major accomplishments in the Penn Avenue North Corridor include: completion of the C Line Bus Rapid Transit (BRT) project, roadway and streetscaping improvements along planned segments of Penn Avenue, the Queen Avenue bike boulevard, public realm improvements at Lucy Laney School, and significant developments at Penn and West Broadway, Plymouth, and Golden Valley Road.

Finally, staff recommends the remaining unencumbered budget appropriation in Penn Avenue Community Works (CP 1001560) of \$1,786,886 be transferred to the active Bottineau LRT Community Works project (CP 1002318), which overlaps the Penn corridor. The transfer of funds will allow for coordinated investment in Penn corridor communities through implementation strategies guided by current community priorities.

Current Request: Negotiate Grant Agreements PR00005523 with Partnership in Property Commercial Land Trust with a not to exceed amount of \$150,000 and PR00005524 with Northside Economic Opportunity Network with a not to exceed amount of \$250,000, during the period August 22, 2023 through December 31, 2025; Negotiate Multijurisdictional Agreement A2311856 with City of Minneapolis; authorize the budget authority transfer of \$1,786,886 from CP 1001560 to CP 1002318, closing CP 1001560 by December 31, 2025.

Impact/Outcomes: The PIPCLT and NEON projects will create over 30,000 square feet of retail commercial and incubator space, support over 250 entrepreneurs, provide at least four new business ownership opportunities, and leverage over \$22 million in total investment.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0312

Item Description:

Award funding for 2023 Hennepin County Youth Activities Grants Art and Music Projects; Additional grants for youth sports registration fees utilizing ballpark sales tax collections

Resolution:

BE IT RESOLVED, after consideration of recommendations, the Hennepin County Board of Commissioners selects 12 art and music projects to receive 2023 grant funding totaling \$204,295 for the Hennepin County Youth Activities Grant program for a two-year period, as follows:

- PR00005538 with Minneapolis Public Schools SSD 1 for two projects, not to exceed \$48,900
- PR00005534 with Robbinsdale Area Schools ISD 281, not to exceed \$25,000
- PR00005535 with St. Anthony - New Brighton Schools ISD 282, not to exceed \$25,000
- PR00005532 with St. Louis Park Public Schools ISD 283, not to exceed \$25,000
- PR00005528 with Brooklyn Center Community Schools ISD 286, not to exceed \$24,995
- PR00005537 with the City of Minneapolis, not to exceed \$25,000
- PR00005533 with Bloomington Public Schools ISD 271, not to exceed \$22,396
- PR00005536 with the City of Maple Grove, not to exceed \$15,000
- PR00005529 with the Minneapolis Park and Recreation Board, not to exceed \$8,750
- PR00005531 with the City of Edina, not to exceed \$5,500
- PR00005530 with the City of Golden Valley, not to exceed \$1,150

BE IT FURTHER RESOLVED, pursuant to Minnesota Statute § 473.757, subd. 2, the Hennepin County Board of Commissioners re-authorizes the award of available ballpark sales tax dollars to fund youth activities and youth sports through the Hennepin County Youth Activities Grants program, grants may be awarded to cities, public school districts, park districts, and watershed districts within Hennepin County; and

BE IT FURTHER RESOLVED, that the Hennepin County Youth Activities Grants program be expanded to permit funding for youth sports registration fees; and

BE IT FURTHER RESOLVED, that following review and approval by the County Attorney's Office, the Purchasing Manager be authorized to sign all agreements awarding funds pursuant to Hennepin County Youth Activities Grants; and that the Controller be authorized to disburse funds as directed; and

BE IT FURTHER RESOLVED, that the Purchasing Manager be authorized to approve amendments to agreements awarding funds pursuant to Hennepin County Youth Activities Grants in order to extend their term; and

BE IT FURTHER RESOLVED, the Purchasing Manager is directed to review and update criteria for the award of funds to ensure their public purpose.

Background:

The Hennepin County Board adopted Resolution 09-0320R3, which established the Hennepin County Youth Sports Program with ballpark sales tax collections pursuant to Minn. Stat. 473.757, subd. 2. The County Board expanded the program with the adoption of Resolution 11-0318R1 which provided for additional grants to be awarded for equipment and/or small assets; and Resolution 15-0332R1 which provided for additional grants to be awarded for playground projects and swimming lessons; and Resolution 21-0337 which provided for additional grants to be awarded for art and music education and programming as well as lifeguard services. The Hennepin County Board adopted Resolution 23-0153 that renamed the program to Hennepin County Youth Activities Grants to be inclusive of additional activities supported by the funding.

Given the experience with the Hennepin County Youth Activities Grants program, it is an appropriate time to make some modifications to the Program to specifically address needs within the County, and therefore to expand funding opportunities to youth sports registration fees.

Current Request: Applications for the 2023 Youth Art and Music grant cycle were accepted through June 14, 2023 and returned 12 applications. A Hennepin County review panel with representatives from Long Term Services and Supports, Public Health, and Housing and Economic Development recommended that all 12 applications receive award, totaling \$204,295.

This board action will adopt the recommendations of the review panel and award \$204,295 in funding to the 12 identified projects.

This board action will also re-authorize the award of ballpark sales tax dollars for future grant cycles and specify which entities are eligible to apply. This board action will also delegate authority to the Purchasing Manager to review and update the County's criteria for awards of these funds for future cycles, as needed to ensure a public purpose.

This board action will also expand the program to permit future funding for youth sports registration fees.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0313

Item Description:

Human Services & Public Health resolution, including contracts and amendments to contracts with provider - 2311

Resolution:

BE IT RESOLVED, that the contracts, contract amendments, and administrative actions of the Human Services & Public Health Department and Department of Community Corrections and Rehabilitation made pursuant to chapters 256E and 393 of Minnesota Statutes, as detailed in Human Services & Public Health Contract Report 2311 be approved; that the report be filed in Contract Management Services; that the Chair of the Board be authorized to sign the contracts, contract amendments, and administrative actions on behalf of the County; and that the Controller be authorized to disburse funds as directed. Such contracts are subject to ministerial adjustment when such adjustments are done within the constraints of the approved Hennepin County Budget and when signed by the County Department Director or Designee.

Background:

The contracted dollar amounts are based on estimates of program costs and/or utilization during prior periods. Funding for each contract is provided for within service categories in the Human Services & Public Health Department and Department of Community Corrections and Rehabilitation approved annual budgets. Occasionally new services are implemented which are not in the budget, but which are fully funded under state or federal grants or other new funding.

Contracted dollar estimates are based upon prior year usage and are subject to fluctuation in placement patterns, service need, and cost shifts. Therefore, it may be necessary to process ministerial adjustments to contracts to increase or decrease contract amounts or to make minor service changes consistent with the department budget and strategic plan. Placement agreements are also processed administratively.

Contracts include services in the following areas: adult mental health; developmental disabilities; chemical health; adult housing; early intervention and family intervention services, interpreter services, health services, welfare advocacy, and various other human services. Expectations for ongoing outcome measurement are included in all new, renewal, or extended contracts. Outcome measures, which are developed by the county and contracted providers, assess the effectiveness of a service and its impact on an eligible recipient's condition or functioning level. Outcome information is used to modify or improve programs as well as to evaluate effectiveness of different types of intervention and providers. A detailed listing of the specific actions requested by this BAR and an explanation of all unusual items is reflected in the summary of the report.

Recommendation from County Administrator: Recommend Approval

HENNEPIN COUNTY
MINNESOTA

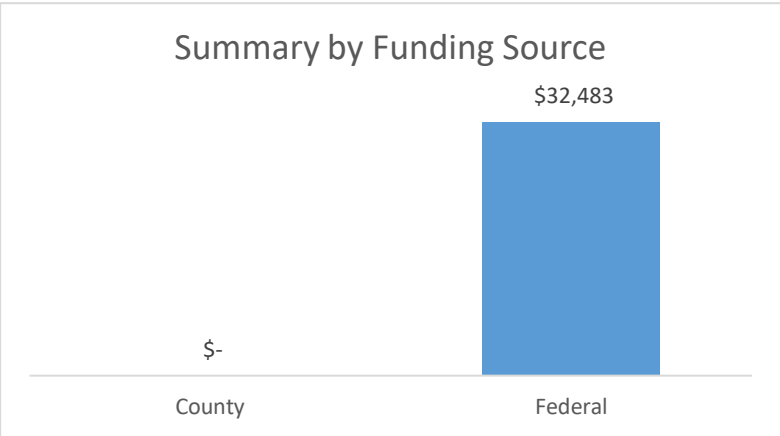
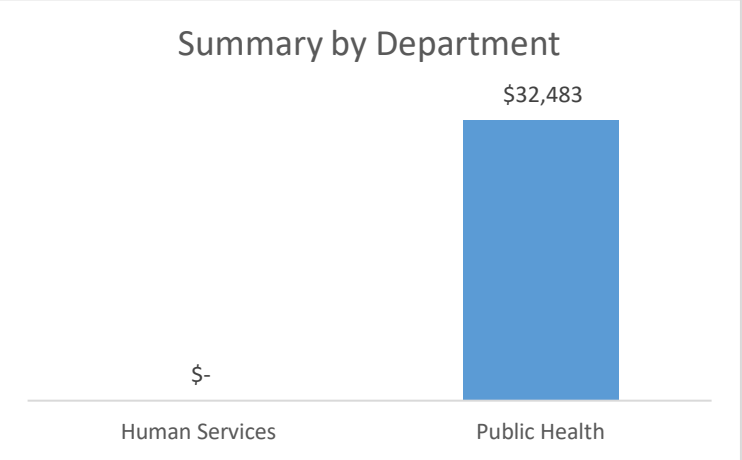
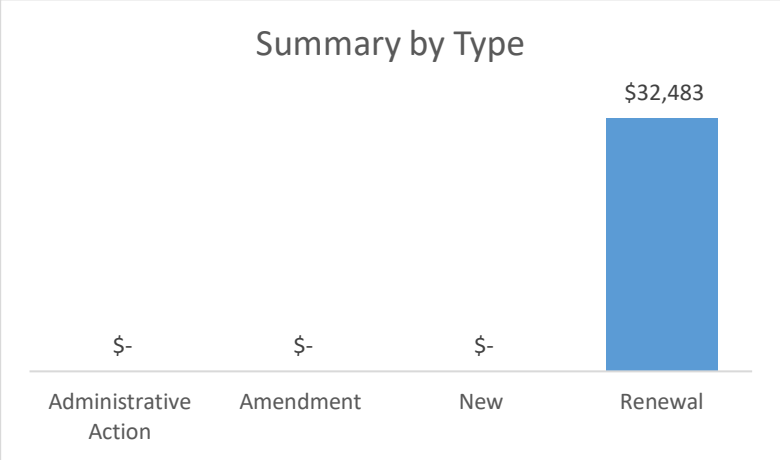
Human Services and Public Health Contract Report #2311

Date: 08/10/2023
To: Clerk of the County Board
From: Human Services and Public Health
Subject: BAR Number 23-0313
Board Action Date: 08/22/2023

[Electronic Provider File \(EPF\)](#)
[View past Board Reports](#)
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[View details on SharePoint](#)

Summary of Contract Actions

Action Type/Department/Service Area	# of Actions	Action Total
Administrative Action		\$0
Amendment		\$0
New	1	\$0
Human Services	1	\$0
Renewal	1	\$32,483
Public Health	1	\$32,483
Grand Total	2	\$32,483



HENNEPIN COUNTY
MINNESOTA

Human Services and Public Health Contract Report #2311

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Summary of Contract Actions

New Contracts			
Department	Number	Amount	
Community Corrections and Rehabilitation	0	\$	-
Hennepin Health	0	\$	-
Human Services	1	\$	-
NorthPoint Health & Wellness Center	0	\$	-
Public Health	0	\$	-
Total	1	\$	-

Renewed Contracts			
Department	Number	Amount	
Community Corrections and Rehabilitation	0	\$	-
Hennepin Health	0	\$	-
Human Services	0	\$	-
NorthPoint Health & Wellness Center	0	\$	-
Public Health	1	\$	32,483
Total	1	\$	32,483

Amended Contracts			
Department	Number	Amount	
Community Corrections and Rehabilitation	0	\$	-
Hennepin Health	0	\$	-
Human Services	0	\$	-
NorthPoint Health & Wellness Center	0	\$	-
Public Health	0	\$	-
Total	0	\$	-

Administrative Actions Description	Contract #
-	-



Vendor	Contract #	Service/Outcome	Service Area	Department	Contract Begin Date	Contract End Date	Previous Contract NTE	New Contract NTE	Funding Source	Notes
New Contracts										
Keystone Newport News, LLC, dba Newport News Behavioral Health Center Limited Liability Company	HS00001384	Residential treatment services for Eligible Persons ages 8-18.	Children and Family Services	Human Services	7/1/2023	6/30/2024	\$0	\$0	County	-
Renewed Contracts										
City of Minneapolis	HS00001406	Plan, implement, and evaluate the Health Mentor Model Project with individuals who are 19 years old and younger with an elevated need.	Public Health Family Health	Public Health	7/1/2023	6/30/2024	\$0	\$32,483	Federal	Office of Population Affairs funding.
Amended Contracts										
None	-	-							-	-
Administrative Actions										
None	-	-								

MINNESOTA

Board Action Request

23-0314

Item Description:

A2311860 with the MN Dept of Health for funding of State-wide asthma program that is connecting children diagnosed with asthma to needed healthcare services and community resources, 09/01/23-06/30/24, \$63,000 (recv)

Resolution:

BE IT RESOLVED, that Agreement A2311860 with the Minnesota Department of Health for supporting the work by Community Health Workers (CHWs) or other staff employed by NorthPoint Health & Wellness Center to connect children with asthma diagnosis to needed healthcare services during the period of September 1, 2023 through June 30, 2024 in the receivable amount of \$63,000, be approved; that the chair of the Board be authorized to sign the Agreement on behalf of the county; and that the Controller be authorized to accept and disburse funds as directed; and

BE IT FURTHER RESOLVED, that acceptance of grant funding for the program by the Hennepin County Board of Commissioners does not imply a continued funding commitment by Hennepin County for this program when grant funds are no longer available.

Background:

In November 2022 MDH contacted NorthPoint healthcare providers and indicated that the clinic is in a priority area for MDH's asthma program. The program is described in this document: *Asthma in Minnesota A Strategic Framework - 2021-2030*. Zip code 55411 where Northpoint Health and Wellness is located and adjacent zip code 55412 are two of the five highest metro area zip codes for children's asthma-related emergency room visits. MDH's program is looking for effective ways to impact asthma control in these high-asthma ED visit zip codes.

MDH seeks to achieve measurable gains by increased follow-up with asthma patients to ensure proper inhaler use, to promote regular use of controller medications, and to recruit to in-home environmental assessments through the City of Minneapolis. With training and oversight, Community Health Workers could perform all these tasks, as-well-as helping with patient education and care coordination.

The tasks include connecting children newly diagnosed with asthma or who have asthma that is not well controlled ensuring that they understand information transmitted by provider and coordinating care between the clinic, schools, and other community programs. This will also assist with ensuring proper inhaler use and providing asthma-triggering information.

Hennepin County and MDH have a vision for health equity, where all communities are thriving, and all people have what they need to be healthy. Health equity is achieved when every person has the opportunity for full health potential. NorthPoint agrees to undertake work to improve asthma control among patients experiencing disparate asthma prevalence and outcomes.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0315

Item Description:

Amd 6 to Agmt PR00001249 with Cirdan Health Systems, Inc., for actuarial and consulting services to Hennepin Health, ext end date to 08/31/24, incr NTE by \$683,000

Resolution:

BE IT RESOLVED, that Amendment 6 to Agreement PR00001249 with Cirdan Health Systems, Inc. to provide Hennepin Health with actuarial and consulting services, extending the end date to August 31, 2026 and increasing the not to exceed amount by \$683,000 for a new total not to exceed amount of \$3,383,000, be approved; that the Chair of the Board be authorized to sign the Amendment on behalf of the County; and that the Controller be authorized to dispense funds as directed.

Background:

Cirdan Health Systems Inc. has provided actuarial and consulting services to Hennepin Health (formerly known as MHP) since 2001. An Actuarial Services RFQ was conducted in 2017 and Cirdan Health Systems Inc. was selected.

This contract provides actuarial, consulting, and financial analysis support in the following capacities:

Professional and Actuarial Support Services:

- Prepare and assist in the development of quarterly reserves for the months ending September 2023, December 2023, March 2024, and June 2024
- Prepare the annual actuarial opinion of actuarial assets and liabilities, related actuarial memorandum, and actuarial report
- Support MN DHS data submissions and help reconcile transactional data to audited financials where appropriate. Provide miscellaneous/other adjustment data and review final report.
- Provide assistance as necessary to support DHS contract rate negotiations. This includes:
 - Attending meetings
 - Analyzing benefit changes initiated by the legislature or DHS
 - Assisting in the development of the negotiation strategy
 - Review and rebuttal DHS actuarial rate memorandums
 - Performing ad hoc analyses in support of HH negotiation positions
- Develop and maintain a process to create, reconcile, and submit HH's encounter data; including actionable error reporting:
 - DHS encounter data. Participate in DHS encounter data work groups; assess the impact of submissions on revenues and performance measures
 - RHC submissions and related support
 - Any submission of FQHC claims as requested by Hennepin Health
 - Load carve-out claim data from DHS for immediate use for crucial analyses (e.g., PCA, FQHC, IHS, Dental, etc.)
 - MDH OnPoint encounter data submissions
 - Provide access to the Cirdan Encounter Analytics and Oversight (EAO) tool

- Provide miscellaneous assistance to Hennepin Health as requested, including:
 - Review projections and budgets developed by HH finance staff
 - Produce quarterly reports summarizing inpatient and ambulatory services for NAIC exhibits
 - Support the HH ACO Finance Committee work group and attend monthly meetings as scheduled
 - Attend meetings of the finance/operations work group expected to occur weekly
 - Maintain a detailed claim database to support the preparation of the DHS rate data submissions and any ad hoc analyses requested by HH.

This board action request aligns with Hennepin County disparity reduction efforts to improve access to culturally specific/sensitive health services and increase community well-being.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0316

Item Description:

Agmt A2311869 with Washburn Center for Children to provide behavioral health services to children in Minneapolis Public Schools, 09/01/23-06/30/26, \$273,792 (recv)

Resolution:

BE IT RESOLVED that Agreement A2311869 with the Washburn Center for Children for provision of on-site behavioral health services to children enrolled at Minneapolis Public Schools and assistance to their families and school staff to build capacity in order to meet the needs of students with behavioral health concerns during the period September 1, 2023 through June 30, 2026 in the receivable amount of \$273,792, be approved; that the Chair of the Board be authorized to sign the amendment on behalf of the county; and that the Controller be authorized to accept and disburse funds as directed; and

BE IT FURTHER RESOLVED, that acceptance of grant funding for the program by the Hennepin County Board of Commissioners does not imply a continued funding commitment by Hennepin County for this program when grant funds are no longer available.

Background:

In October 2019 NorthPoint Health & Wellness Center began to perform behavioral health services as a subcontractor (Hennepin County Contract A199551) to Washburn Center for Children (WCC) at various Minneapolis Public School sites. The State of Minnesota Department of Human Services (DHS) awarded WCC a grant under which NorthPoint helped provide needed behavioral health resources to children enrolled at Minneapolis Public School sites. This new contract continues the provision of school-based behavioral health services.

The DHS grant with WCC seeks to provide early identification and intervention for students with behavioral health needs and to build the capacity of schools to support students with behavioral health needs in the classroom.

Furthermore the key strategies of this work include: infrastructure development to integrate behavioral health care with publicly funded educational settings, support the expansion and sustainability of long term school based behavioral health services, to coordinate and deliver culturally and developmentally appropriate school based behavioral health services to students and families, particularly children who are uninsured or underinsured, to provide consultation to school staff, to expand the clinical capacity to provide services that effectively utilize existing and emerging research to inform all treatment, and improve clinical and functional outcomes for students and their families.

Hennepin County and DHS have a vision for health equity, where all communities are thriving, and all people have what they need to be healthy. The schools where NorthPoint's Behavioral Health staff will be providing services are in areas experiencing disparity in available behavioral health services. The contract with WCC will allow NorthPoint staff to address those behavioral health disparities and improve health outcomes at school-based sites.

23-0316

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0317

Item Description:

Agmt A2311866 with U.S. Dept of HUD to accept grant funds for the Continuum of Care for the Homeless Planning Project, 12/01/23-11/30/24, \$409,106 (recv)

Resolution:

BE IT RESOLVED, that Agreement A2311866 with the U.S. Department of Housing and Urban Development Continuum of Care Program to accept grant funds for the Hennepin County Continuum of Care for the Homeless Planning Project to develop and implement a comprehensive homeless response system that includes coordinated entry, data quality and analysis, performance measures and evaluation, and other related systems, during the period December 1, 2023, through November 30, 2024, in the receivable amount of \$409,106, be approved; that the Chair of the Board be authorized to sign the Agreement on behalf of the county; and that the Controller be authorized to accept and disburse the funds as directed; and

BE IT FURTHER RESOLVED, that sponsorship and acceptance of grant funding for this program by the Hennepin County Board of Commissioners does not imply a continuing funding commitment by Hennepin County for this program when grant funds are no longer available.

Background:

In 2012 the U.S. Department of Housing and Urban Development (HUD) adopted the Interim Rule for the Continuum of Care (CoC) Program to implement the HEARTH Act amendments to the McKinney-Vento Homeless Assistance Act. These new regulations for the CoC program provided for planning funding for local CoCs to assist them to plan and develop systems to better comply with the HEARTH Act, especially regarding CoC governance, establishment and operation of a coordinated entry and assessment system, and performance standards and evaluation of CoC Program and Emergency Solutions Grant (ESG) funded programs.

Since 2012, HUD has included the CoC planning project as part of the Notice of Funding Available (NOFA) and Notice of Funding Opportunity (NOFO). Hennepin County has applied for and been awarded this funding in every NOFA/NOFO since then. The last award of \$406,718 (FY2021), Agreement A2211368, was approved by Board Resolution 22-0338 on September 13, 2022.

Hennepin County applied for and was awarded FY2022 planning grant funding in the amount of \$409,106 in this grant agreement. The fiscal year 2022 CoC funds are provided by HUD for planning activities of the Hennepin County CoC, to assure that the CoC has a comprehensive homeless response system which includes data-driven performance metrics that are standard across our system. To comply with regulatory requirements, these funds will be used for a variety of concurrent planning activities, which include the following: development and implementation of a coordinated entry system; review and evaluation of individual providers and systemwide performance metrics; Homeless Management Information System (HMIS) data quality and system planning; and assuring a fair and transparent process for developing these elements, including local community stakeholders - particularly people with lived experience of homelessness through our Lived Experience Advisory Group and Youth Action Board - and federal, state, and local government partners.

Impact/Outcomes: This funding supports activities that assure a data-driven response to homelessness in the community, including reducing disparities and improving housing outcomes for people.

Disparity Reduction: This request reduces disparities in the housing domain by supporting planning, data analysis, and evaluation activities for Hennepin County's homeless response system, including the coordinated entry system. This planning and these analyses identify, measure, and help to address racial and other disparities in those systems, and to improve housing outcomes for people experiencing homelessness, who are most often people who are members of groups disparately impacted by homelessness and housing instability.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0318

Item Description:

Agmt A2311864 with U.S. Dept of HUD Continuum of Care Program to accept grant funds for rapid rehousing services for homeless families, 01/01/24-12/31/24, \$1,489,402 (recv)

Resolution:

BE IT RESOLVED, that Agreement A2311864 with the U.S. Department of Housing and Urban Development Continuum of Care Program to accept grant funds for the provision of rapid rehousing services for homeless families during the period of January 1, 2024 through December 31, 2024, in the receivable amount of \$1,489,402, be approved; that the Chair of the Board be authorized to sign the agreement on behalf of the county; and that the Controller be authorized to accept and disburse the funds as directed; and

BE IT FURTHER RESOLVED, that sponsorship and acceptance of grant funding for this program by the Hennepin County Board of Commissioners does not imply a continuing funding commitment by Hennepin County for this program when grant funds are no longer available.

Background:

Historically, Hennepin County has been awarded two, separate U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program grants for the provision of home finding services and rental assistance for homeless families. These funds are renewed annually, and Hennepin County has received these funds for multiple years. Most recently, these grants were renewed through Agreement Agmt A2211392 (Board Resolution 22-0368) and Agmt A2211391 (Board Resolution 22-0367), both on September 27, 2022.

Families being served by the rapid rehousing program have multiple barriers to housing. Families are assisted with locating and accessing housing while they are in shelter and transitioning to their new housing. Once in housing, families receive supportive services to help maintain housing stability, increase their incomes, and access community-based resources. The program's primary goal is that 80% of the families served will be stabilized in permanent, decent, affordable housing and will not return to shelter, measured by looking at shelter re-entries after housing placement services end (particularly the 12 month period after services end). All school-aged children served in the program are connected with their school's McKinney-Vento homeless liaison while in shelter to ensure that they are able to attend school regularly while in shelter and once the family moves into housing.

Hennepin County will contract with Agate Housing and Services (formerly St. Stephen's Human Services), Simpson Housing, and The Link for the provision of these services.

Recent annual outputs and outcomes: 185 households (588 people) were served for the period January 1, 2021 through December 31, 2022. In 2022, 83% of households successfully transitioned into permanent housing. Returns to homelessness data will be available in early 2024-12 months after grant year end.

Disparity reduction: This request reduces disparities in the housing domain by funding assistance and services that quickly move people experiencing homelessness into permanent housing. Most often these are people who are members of groups disparately impacted by homelessness and housing instability.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0319

Item Description:

Agmt A2311867 with MN Housing Finance Agency to accept grant funds for the Family Homeless Prevention and Assistance Program for homelessness prevention and Rapid Re-Housing services for homeless persons, 10/01/23-09/30/25, \$13,550,000 (recv); supp appr of \$1,620,000 to the HSPH 2023 budget; 2 limited duration and 3 permanent FTEs

Resolution:

BE IT RESOLVED, that Agreement A2311867 with the Minnesota Housing Finance Agency for the Family Homeless Prevention and Assistance Program, providing funds for homeless prevention and Rapid Re-Housing services during the period October 1, 2023 through September 30, 2025, in the receivable amount of \$13,550,000, be approved; that the Chair of the Board be authorized to sign the agreement on behalf of the county; and the Controller be authorized to accept and disburse the funds as directed; and

BE IT FURTHER RESOLVED, that a supplemental appropriation of \$1,620,000 to the 2023 Human Services and Public Health budget, including an addition of 1.0 Limited Duration FTE Case Management Assistant position, 1.0 Limited Duration FTE Office Specialist III position, and 3.0 Permanent FTE Human Services Representative positions, be approved; and

BE IT FURTHER RESOLVED, that sponsorship and acceptance of grant funding for this program by the Hennepin County Board of Commissioners does not imply a continuing funding commitment by Hennepin County for this program if these grant funds are not made available or when grant funds are no longer available.

Background:

The Family Homeless Prevention and Assistance Program (FHPAP) was created by the Minnesota Legislature in 1993 as an outcome-oriented grant intended to address issues of homelessness for families with children, single adults, and youth. Hennepin County has been a grantee since 1993. Most recently, the board accepted FHPAP funding on August 17, 2021 (Board Resolution 21-0321). Hennepin County has been successful in utilizing federal funds to further expand the FHPAP services since 1995.

FHPAP services are aimed at preventing homelessness and quickly re-housing people who become homeless. These include financial assistance to help prevent households from becoming homeless and Rapid Re-Housing services to help families, singles, and youth obtain housing. Services also include case management to help households stabilize in the community and work toward self-identified goals.

The Human Services outcome-focused model is considered a national best practice by the U.S. Department of Housing and Urban Development and by the National Alliance to End Homelessness. The FHPAP service model has been widely replicated across the country.

The following are the major outcomes results for the first twenty-one months of the current grant period biennium - October 1st, 2021 to March 31, 2023:

1. Percent of households that exited the program to permanent housing:

- a. Homeless prevention: 89% (173 households)
- b. Rapid rehousing: 71% (333 households)
2. Percent of adults that maintained or increased their income at program exit:
 - a. Homeless prevention: 74% (142 individuals)
 - b. Rapid rehousing: 72% (190 individuals)
3. Average number of days for households to move from homelessness into housing:
 - a. Rapid rehousing (only): 75 days

Prevention and Rapid Rehousing providers have been intentionally selected because of their ability to provide culturally specific services. For RRH this includes AICDC for the Native American Community and Edith House which prioritizes services to the African American community, primarily single adults, with both providers subject to available referrals from the Coordinated Entry System. Community Mediation and Restorative Services, Inc. (CMRS) prioritizes services to the African-American community, as does Isuroon.

Households served this biennium have dominantly been people of color, at 84% of Head of Households, and vs. 27% of people county-wide who identify as persons of color. The majority served have been African American heads of household (65%), Native American, (7%) and people identifying as more than one race (9%).

Minnesota Housing requires that the county evaluate outcomes through a racial equity lens. Hennepin County is working to monitor program outcomes for disparities and review/adjust programs and services to address any identified disparities in outcomes.

Organizations funded to provide services through this grant include:

- Agate Housing + Services (Formerly St. Stephen's Human Services)
- Catholic Charities
- Comunidades Latinos En Servicios (CLUES)
- Community Mediation and Restorative Services, Inc. (CMRS)
- Edith House
- Isuroon
- Lutheran Social Services
- Minnesota Indian Women's Resource Center (MIWRC)
- American Indian Community Development Corporation
- Simpson Housing
- The Aliveness Project
- The Link
- Vail Place
- Young Men's Christian Association (YMCA)
- YouthLink

This funding will also support Hennepin County's administration of direct assistance for the Homeless Prevention. To accomplish this, the grant will support 3.5 current positions (3.0 Limited Duration FTE Human Services Representative and 0.5 Permanent FTE Human Services Supervisor positions) and the addition of 1.0 Limited Duration FTE Case Management Assistant position, 1.0 Limited Duration FTE Office Specialist III position, and 3.0 Permanent FTE Human Services Representative positions.

Current Action: Approve Agreement A2311867 and accept \$13,550,000 in funding from the Minnesota Housing Finance Agency's FHPAP for the 2023-25 biennium (10/01/21-09/30/25). This funding will support Hennepin County's and selected provider's work in providing homelessness prevention and rapid rehousing services.

Disparity Reduction: Work under this program is specifically targeted at reducing racial disparities and helps provide housing stability to people affected by systemic racism and the related impacts on education, income, and housing.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0320

Item Description:

Amd 2 to PR00003754 with Jonathan I. Cloud to provide community corrections related training and consulting services, for the contract period of 01/01/22-12/31/23, incr NTE by \$35,000

Resolution:

BE IT RESOLVED, that Amendment 2 to Agreement PR00003754 with Jonathan I. Cloud to provide juvenile case management training and consulting services to DOCCR staff and justice partners, no change to contract dates, increase amount by \$35,000 for a new total not to exceed amount of \$175,000, be approved; that the Chair of the Board be authorized to sign the Agreements on behalf of the county; and the Controller be authorized to disburse funds as directed.

Background:

Justice involved populations are disproportionately people of color. This board action request seeks to continue the training and consultant services of Jonathan I. Cloud to assist in implementing Growth Focused Case Management (GFCM) to improve outcomes for youth on juvenile probation, 85% of whom are youth of color.

GFCM training provides a practice framework that is person-centered and focused on the youth's growth or well-being and that is supported by positive youth development principles and adolescent brain science. Trainings include a supervision approach that helps foster a healthy, respectful, and empowered work environment in which probation staff feel safe to take risks and embrace personal accountability for their work with youth.

Resolution 22-0478 approved Amendment 1, providing continued training in the GFCM framework to further build competencies of the Department of Community Corrections and Rehabilitation (DOCCR) Juvenile Probation staff, as well as consulting services to implement tools for case management, policy and procedure development, ongoing monitoring, and outcome evaluations. This amendment allows the provider to complete the training program, develop a bench card and create a training module with DOCCR's Train, Coach, Practice Unit. It also provides opportunity to train additional justice partners, provide practical tools tailored to those partners' role in the GFCM model, refine measurements and processes for publishing outcomes.

To date, GFCM training has been provided to all staff in in DOCCR's Juvenile Probation and Field Services Client Programming divisions as well as representatives from the County Attorney's and Public Defender's offices, judges, and various community groups. In total well over 100 staff from the county and community have been trained and are able to impact youth and families in Hennepin County.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0321

Item Description:

Amd 1 to the 2022-2023 Hennepin County Community Corrections Act Plan, increasing 2023 receivable by \$3,560,947 for new total receivable of \$24,392,676; sup appr of \$3,759,634 and 19.0 FTE's to the 2023 DOCCR budget

Resolution:

BE IT RESOLVED, that Amendment 1 to the 2022-2023 Community Corrections Act Plan for Hennepin County authorizing increased funding of \$3,560,947 for calendar year 2023 be approved and communicated to the Commissioner of the Minnesota Department of Corrections and;

BE IT FURTHER RESOLVED, that a 2023 supplemental appropriation of \$3,759,634 and 19.0 FTEs (as outline in attachment A) to the Department of Community Corrections and Rehabilitation (DOCCR) be approved to reflect an increase of the State Community Corrections Act Subsidy due to a funding formula change, and for DOCCR to address the numerous new legislative requirements which will entail the re-evaluation of current protocols; implement new procedures that will assure quality assurance and measurable delivery of client services; then educate and train staff on the new requirements and;

BE IT FURTHER RESOLVED, that the Chair of the Hennepin County Board of Commissioners be authorized to sign the amendment on behalf of the County Board; that the Controller be authorized to accept and disburse the funds as directed.

Background:

Resolution 21-0419 authorized the 2022-2023 Community Corrections Act (CCA) Plan for Hennepin County and directed that the plan be submitted to the State of Minnesota Department of Corrections (MN DOC). As approved, the original plan programmed \$17,270,782 in State CCA funding to the Department of Community Corrections and Rehabilitation (DOCCR) for calendar year 2022.

During the 2023 legislative session, a new funding formula was approved in which Hennepin County's CCA funding will increase approximately \$7.1 million to \$24,392,676 or 41.2 percent for state fiscal year 2024. As a result of this change, DOCCR is programmed to receive an additional \$3,560,947 of CCA funding for the final six months of calendar year 2023. This formula change comes with numerous legislative changes in which DOCCR will need to re-evaluate current protocols; implement new procedures that will assure quality assurance and measurable delivery of client services; then educate and train staff on the new legislative requirements.

In the 2021 legislative session, a one-time 2.2 percent increase in CCA monies for state fiscal years 2022 and 2023 was approved and ended June 30, 2023. The 2023 DOCCR budget assumed that the CCA funding would revert back to original funding of \$17,072,101 and the budget was reduced by \$198,687. This combined with the new funding formula, Hennepin County will receive \$20,831,734 in CCA monies for calendar year 2023 which will be a budget increase of \$3,759,634 or 21.8 percent.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0322

Item Description:

Agmt PW 43-60-23 with USDOT to receive Safe Streets and Roads for All (SS4A) Program grant funds to develop a Hennepin County Toward Zero Deaths Action Plan; (county recv: \$240,000 Federal Aid)

Resolution:

BE IT RESOLVED, that the County Administrator be authorized to execute Agreement PW 43-60-23 with the United States Department of Transportation to receive Safe Streets and Roads for All Program grant funds to develop a Hennepin County Toward Zero Deaths Action Plan at a county receivable of \$240,000; that upon review and approval by the County Attorney's Office, the Chair of the Board be authorized to sign the agreement on behalf of the county; and that the Controller be authorized to receive and disburse funds as directed; and

BE IT FURTHER RESOLVED, that the sponsorship and acceptance of grant funding for this program by the Hennepin County Board of Commissioners does not imply a continued funding commitment by the county for this program when grant funds are no longer available.

Background:

The Bipartisan Infrastructure Law established the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in grants available over a five-year period (2022 - 2026). The program funds regional, local, and tribal initiatives to prevent roadway deaths and serious injury crashes. The SS4A funding is awarded on a competitive basis to projects that have a significant local or regional impact. The county will use the SS4A planning grant award to develop the Hennepin County Toward Zero Deaths Action Plan.

Hennepin County previously entered into agreements with the Minnesota Department of Public Safety for smaller state grants totaling \$75,000 during the 2019 through 2020 timeframe to continue development of a county roadway safety program with the goal of reducing and eventually eliminating fatal and serious injury crashes on county roadways (Agreement PW 23-40-19 (Resolution 19-0202) and Agreement PW 36-40-19 (Resolution 19-0380). Since that time, Hennepin County has hired a dedicated safety coordinator who is planning, advancing, and developing a Hennepin County Toward Zero Deaths program. This SS4A grant from the USDOT supports a significant step forward in developing an action plan to drive positive safety outcomes for our residents, businesses, and visitors.

Current Request: This request seeks authorization to execute Agreement PW 43-60-23 with the United States Department of Transportation to receive SS4A grant funds to develop a Hennepin County Toward Zero Deaths Action Plan, at a county receivable of \$240,000.

Impacts/Outcomes: This funding will support the county in developing an impactful and equitable action plan in collaboration with our safety partners to move us toward our goal of zero deaths.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0323

Item Description:

Neg Agmt PR00005488 with Met Council and HCRRA for HC Blue Line Extension Project, 09/01/23-12/31/24, NTE \$75,305,000 (\$60,244,000 from Hennepin County, CP 1005877: HC TSUT Bottineau LRT Capital and \$15,061,000 from HCRRA, CP 1000941: RRA Bottineau FTA LRT)

Resolution:

BE IT RESOLVED, that the Hennepin County Board of Commissioners authorizes negotiation of PR00005488, Capital Grant Agreement for the METRO Blue Line Extension Light Rail Transit Project with the Metropolitan Council and the Hennepin County Regional Railroad Authority (HCRRA), with a grant activity period of September 1, 2023 through December 31, 2024, and with a Maximum Grant Amount of \$75,305,000, of which the County will contribute up to \$60,244,000 (CP 1005877) and HCRRA will contribute up to \$15,061,000 (CP 1000941); and

BE IT FURTHER RESOLVED, that the Board authorizes the Chair to execute Agreement PR00005488, after review and approval by the County Attorney's Office; and

BE IT FURTHER RESOLVED, that the Hennepin County Board authorizes the Controller to transfer and disburse funds as necessary to carry out the intent of this Resolution.

Background:

Resolution 17-0207, on June 13, 2017, approved the assumption of certain not-yet-paid funding commitments for the METRO Blue Line Extension Light Rail Transit Project (Capital Project 1005877) ("Project"), the assumption of the 2017 Counties Transit Improvement Board (CTIB) Capital Grant Agreement (CTIB 02201701/Met Council 17I001/County A177882A) with the Metropolitan Council for the Project, and the imposition of the 0.5% Transportation Sales and Use Tax and \$20 motor vehicle excise tax that are the primary sources of funds for Hennepin County contributions to the Project. Through these and other actions, Hennepin County agreed to take responsibility for the remainder of project funding formerly committed by CTIB and the remainder of funding formerly anticipated from the State of Minnesota.

Agreement A177882A set the maximum grant amount at \$66 million, to be paid with a mixture of CTIB and County funds. The parties subsequently amended Agreement A177882A twelve times to extend the agreement's end date, as well as to authorize the expenditure of \$11,087,084 in county funds in addition to the maximum grant amount. The most recent amendment, approved by Resolution 23-0188 R1, extended the end date of Agreement A177882A to August 31, 2023, with no increase to the maximum grant amount.

To date, \$151 million has been contributed to the Project. This amount includes nearly \$64 million provided pursuant to Agreement A177882A, nearly \$17 million in Hennepin County funds and nearly \$47 million in CTIB funds. CTIB also previously contributed \$36 million through prior agreements, and all available CTIB funds have now been paid to the Project. HCRRA has contributed \$48.8 million to the Project through three separate agreements, most recently Agreement A176897.

This board action would authorize negotiation and execution of a new grant agreement (PR00005488 or the

“New Agreement”) with the Metropolitan Council and HCRRA for the Project. The New Agreement would take the place of the existing County and HCRRA grant agreements for the Project and be the vehicle for all County and HCRRA contributions to the Project during the term of the New Agreement. The New Agreement would provide for a maximum grant amount of \$75,305,000, of which the County would contribute \$60,244,000 and HCRRA would contribute \$15,061,000. The New Agreement’s end date would be December 31, 2024. The parties would anticipate the amendment of the New Agreement in the future to raise the maximum grant amount and to extend the agreement’s end date as project work proceeds.

The New Agreement would change current Project governance practices in two important ways. First, it would establish a Project Decisions Board (“PDB”) with jurisdiction over a number of important project decisions, including execution of large contracts for the Project, changes to the Project budget, and key applications to the Federal Transit Administration. The PDB would have five members: two appointed by the Metropolitan Council, two appointed by the County, and one appointed by HCRRA. Second, the New Agreement would provide the County with authority to make certain key staff appointments, including the Deputy Project Director and the Civil Design Lead. The New Agreement would also make a number of other improvements, updates, and changes.

The Blue Line Extension Project is currently in the engineering phase and working to publish a Supplemental Draft Environmental Impact Statement. Primary activities during the grant activity period will include preparation of environmental documentation and final design and engineering of the new route. This work will lead toward Municipal Consent in mid-year 2024 to progress to the Record of Decision by the Federal Transit Administration in late 2024.

Current Request: Authorization to negotiate and execute Agreement PR00005488 with the Metropolitan Council and the Hennepin County Regional Railroad Authority for the METRO Blue Line Extension Project (CP 1005877), with a grant activity period of September 1, 2023 through December 31, 2024, and a maximum grant amount of \$75,305,000. The agreement will allow for continued work on the METRO Blue Line Extension Project.

Impact/Outcomes: This action supports the county’s disparity reduction efforts by investing in infrastructure that gives people transportation choices and access to housing, jobs, schools, medical facilities, and recreational areas.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0324

Item Description:

Neg four Green Partners environmental grants, 09/01/23-08/31/24, total combined NTE \$96,700

Resolution:

BE IT RESOLVED, that the County Administrator be authorized to negotiate the following Green Partners environmental grant agreements, during the period September 1, 2023 through August 31, 2024:

- Agreement PR00005496 with EMERGE Community Development, with the amount not to exceed \$30,000
- Agreement PR00005497 with Pillsbury United Communities, with an amount not to exceed \$29,700
- Agreement PR00005505 with Young Men's Christian Association of the North, with an amount not to exceed \$12,000
- Agreement PR00005507 with Minneapolis Park and Recreation Board, with the amount not to exceed \$25,000; and

BE IT FURTHER RESOLVED, that following review and approval by the County Attorney's Office, the County Administrator be authorized to sign the agreements on behalf of the county; and that the Controller be authorized to disburse funds as directed.

Background:

The Green Partners grant program provides support and funding to organizations to implement projects that engage residents to protect and improve the environment. Since the program was established in 2012, the county has awarded 231 grants totaling more than \$2.8 million. Funding for the program comes from the Solid Waste Enterprise Fund.

The program offers three types of grants: Environmental Action grants for projects that focus on motivating adults to take environmentally friendly actions, Youth Environmental Education grants for projects engaging young people in environmental education and stewardship, and a pilot grant program for Youth Green Jobs.

Eligible organizations include registered nonprofit organizations such as community groups, youth programs and congregations; park districts; and private and public schools and school districts, including community education programs such as early childhood family education.

The county released a request for proposals in March 2023. A total of 54 applications were received. Of the 27 Youth Environmental Education grant applications received, 14 are recommended for funding. Of the 17 Environmental Action grant applications received, nine are recommended for funding. Of the 10 Youth Green Jobs applications received, five are recommended for funding. A total of 28 grants are recommended, for a total amount of \$707,550.

Of these 28 grants recommended for funding, 24 will be approved through administrative processes. Agreements PR00005507, PR00005496, PR00005505, and PR00005497 require board approval because the organizations have executed contracts with the county that exceed \$100,000.

The following 24 agreements will be approved through administrative processes:

Youth Environmental Education grants

- PR00005501 with Appetite for Change's *Urban Agriculture* (\$11,700)
- PR00005502 with Bancroft Neighborhood Association's *Beloved Community Mpls* (\$50,000, 2-year grant)
- PR00005500 with MIGIZI's *Indigenous Pathways - Green Tech Institute* (\$50,000, 2-year grant)
- PR00005506 with Northside Residents Redevelopment Council's *NRRC Youth Green Team* (\$23,700)
- PR00005509 with Pollinate Minnesota's *Expansive Pollinator Education and Pollinate Minnesota and Minneapolis Public Schools* (\$20,000)
- Hennepin-University Partnership 's Work Order for *Environmental Educator Capacity Building* (\$25,000)
- PR00005508 with Reuse Minnesota's *Youth curriculum: Reuse for the future* (\$23,500)
- PR00005499 with Riverside Plaza Tenants & Community's *RPTA Green Partners Education* (\$12,000)
- PR00005504 with Spark Y's *Spark-Y Urban Ag as Youth Environmental Education at PYC Arts* (\$22,900)
- PR00005503 with The Highpoint Center for Printmaking's *Creative Clean Water Stewards Project* (\$37,400; 2-year grant)
- PR00005498 with We All Need Food and Water's *Green Puppets - Red Light, Green Light* (\$10,000)
- PR00005519 with Wilderness Inquiry's *Canoemobile: Connecting Minneapolis Youth to Nature-based Education and Exploration* (\$5,000)

Environmental Action grants

- PR00005511 with Center for Community Services' *Educate, Replace and Reuse* (\$10,000)
- PR00005516 with Clean Water Fund's *Healthy Homes: reducing hazardous waste and plastic* (\$22,500)
- PR00005512 with Community Power's *Community-owned Affordable Solar & Efficiency* (\$25,000)
- PR00005520 with Minnesota Swahili Christian Congregation's *Project Reduce-Reuse-Recycle* (\$12,000)
- PR00005518 with Mississippi Park Connection's *BIPOC in the Outdoors project* (\$50,000; 2-year grant)
- PR00005513 with Resilient Cities and Communities' *Friends of Lake Hiawatha Adopt-a-Drain and Neighborhood Clean-ups* (\$25,000)
- PR00005514 with Somali America Women Action Center's *Dambiil Challenge* (\$20,500)
- PR00005517 with Tangletown Neighborhood Association's *Managing Electronic, Appliance, and Tech Waste Responsibly* (\$14,650)
- PR00005510 with The Richfield Foundation's *Creating Habitat with Sustainable Landscaping* (\$50,000; 2-year grant)

Youth Green Jobs grants

- PR00005494 with Environmental Initiative's *Northside Safety NET* (\$30,000)
- PR00005495 with Metro *Blooms' Environmental Justice and Social Justice Youth Employees* (\$30,000)
- PR00005493 with Urban Strategies' *Green Garden Bakery* (\$30,000)

Current Request: This request is to authorize the County Administrator to negotiate the following Green Partners environmental grant agreements, during the period September 1, 2023 through August 31, 2024:

- Agreement PR00005496 with EMERGE Community Development, with the amount not to exceed \$30,000

- Agreement PR00005497 with Pillsbury United Communities, with an amount not to exceed \$29,700
- Agreement PR00005505 with Young Men's Christian Association of the North, with an amount not to exceed \$12,000
- Agreement PR00005507 with Minneapolis Park and Recreation Board, with the amount not to exceed \$25,000

Impact/Outcomes: The Green Partners projects support the county's goals of promoting environmental stewardship, engaging communities, enhancing quality of life, and protecting the environment for current and future generations.

EMERGE's Youth Internships in Solar Installation and Urban Farming project will engage up to 12 youth and hire eight (8) youth from north Minneapolis who face disparities in engaging in green jobs training in solar installation and practice in urban farming. (Agreement PR00005496; \$30,000; 1-year Youth Green Jobs grant)

Pillsbury United Communities' Ladders to Leadership Green Jobs project will hire five (5) youth from Minneapolis who face disparities in learning about green jobs and receiving training in urban farming, food systems, and waste management. (Agreement PR00005497; \$29,700; 1-year Youth Green Jobs grant)

Young Men's Christian Association of the North's Camp Ihduhapi Farm and Garden Program project will engage 4,000 Pre-school, Elementary, and Middle school youth in exploring and studying nature and learning about sustainable and environmentally responsible farming, water protection, local ecosystems, renewable energy, tree care, and more at Camp Ihduhapi. (Agreement PR00005505; \$12,000; 1-year Youth Environmental Education grant)

Minneapolis Park and Recreation Board's Nature from the Inside Out at Kroening Nature Center will support a partnership between the park board and Jenny Lind, Cityview, and Bethune elementary schools in north Minneapolis to create an innovative curriculum that will engage 300 to 600 youth in experiential outdoor, nature-based environmental education that meets Minnesota state education standards. (Agreement PR00005507; \$25,000; 1-year Youth Environmental Education grant)

Eight of the applicants are first-time grantees with the Green Partners program. Of the 28 projects, 27 projects focus on engaging audiences that face disparities.

Organizations listed in this request will engage more than 9,500 people, including more than 7,500 youth, in becoming environmental stewards and taking action to protect the environment. More than 50 youth will be hired for green jobs exploration and training. These projects are expected to reach more than 220,000 people with environmental messages.

Hennepin County prioritizes environmental education and engagement with audiences that experience disparities and those audiences that contribute most to environmental problems that result in disparities. The Green Partners program also helps meet the county's goals outlined in the Climate Action Plan by engaging with the public and supporting community driven solutions.

Organizations are required to report project outcomes. Research has shown that these models of environmental engagement are effective in motivating participants to take actions that have a positive impact on the environment.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0325

Item Description:

Agmt A2311849 with U.S. Dept of HUD Community Project Funding program to accept grant funds for emergency shelter capital costs, 09/01/23-08/31/30, \$500,000 (recv)

Resolution:

BE IT RESOLVED, that Agreement A2311849 with the U.S. Department of Housing and Urban Development Community Project Funding program, which was made pursuant to the authority of the Consolidated Appropriations Act, 2022 (Public Law 117-103) and the Explanatory Statement for Division L of that Act, to accept grant funds for the development of an emergency shelter for individuals experiencing homelessness, during the period of September 1, 2023 through August 31, 2030, in the receivable amount of \$500,000, be approved; that the Chair of the Board be authorized to sign the Agreement on behalf of the county; and that the Controller be authorized to accept and disburse the funds as directed; and

BE IT FURTHER RESOLVED, in order to implement the above resolving clause, the County Administrator is authorized to negotiate an Agreement with Simpson Housing Services for eligible costs for the development of an emergency shelter facility from September 1, 2023 through December 31, 2024 in a total not to exceed amount of \$500,000; and following review and approval by the County Attorney's Office, the Chair be authorized to sign the agreement on behalf of the county; and the Controller be authorized to transfer or disburse funds as directed; and

BE IT FURTHER RESOLVED, that sponsorship and acceptance of grant funding for this program by the Hennepin County Board of Commissioners does not imply a continuing funding commitment by Hennepin County for this program when grant funds are no longer available.

Background:

Hennepin County is the recipient of grant number B-22-CP-MN-0504 in the amount of \$500,000, for the Economic Development Initiative (EDI) for the purposes of Community Project Funding (CPF)/Congressionally Directed Spending, administered by the Department of Housing and Urban Development (HUD). Hennepin County has selected Simpson Housing Services Inc. (SHS) as the sub-recipient for this funding, for the purposes of construction on the Simpson Community Shelter and Apartments, which aligns with the purpose of "Emergency Shelter Program."

The Simpson Community Shelter and Apartments Project, proposed by local non-profit leaders Simpson Housing Services (SHS) and Project for Pride in Living (PPL), will replace the Simpson emergency shelter, which was housed in the basement of the Simpson United Methodist Church from 1982 until January 2023 and located at 2740 1st Avenue South in Minneapolis. Now and during construction, Simpson emergency shelter is located at Zion Lutheran Church at 128 West 33rd Street in Minneapolis with a bed capacity of 64, increasing to 70 when the Simpson Community Shelter and Apartments Project is complete. The project will also add a total of 42 units of affordable housing and a service space to provide intensive services to people staying in shelter and permanent housing.

Total construction costs are \$41.6 million, \$26.6 million for the emergency shelter component. In 2021,

Hennepin County approved \$3,500,000 in pandemic recovery funds (BAR 21-0378), which were transferred to the City of Minneapolis to manage (RCA-2021-01220) in addition to the City's own \$3,500,000 commitment for the emergency shelter component. This request would bring the total County commitment to \$4,000,000, resulting in a total local commitment of \$7,500,000.

This will ensure that Simpson can continue providing emergency shelter as part of our homeless response system. Given ongoing demand for emergency shelter for adults experiencing homelessness, the community cannot afford to lose this resource. The new facility improves upon spacing and separation of sleeping spaces by doing away with bunk beds, adding space between sleeping areas, and reducing the number of guests sleeping in each room. These measures, along with the on-site health clinic, make for much safer shelter operations. Finally, Simpson will be able to build on what has been accomplished so far in providing emergency shelter for adults experiencing homelessness and implement a safe, healthy, person-focused, and housing-focused program.

Approval of this request will fulfill the funding needed for the emergency shelter component and assist in the whole project moving forward.

Current request: This board action will approve Agreement A2311849 with the US Department of HUD and accept \$500,000 in HUD Community Project Funding for eligible costs relating to the development of a new Simpson emergency shelter facility for adults experiencing homelessness, as part of the larger permanent supportive housing, shelter, and service center project at the site of the Simpson United Methodist Church building.

Disparity reduction: This board action request aligns with Hennepin County disparity reduction efforts by funding an emergency shelter facility for adults experiencing homelessness, most of whom are disparately impacted by homelessness and housing instability.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0326

Item Description:

Agmts A2311835 and A2311836 with the State of MN, acting through its Commissioner of Commerce accepting grant funding for dedicated auto theft investigators and auto theft prevention efforts, DOE-06/30/26 and DOE-06/30/25, combined recv of \$1,052,000; supp app of \$67,520 and 1.0 FTE to the 2023 Hennepin County Sheriff's Office budget

Resolution:

BE IT RESOLVED, that Agreements A2311835 and A2311836 with the State of Minnesota, acting through its Commissioner of Commerce accepting \$1,052,000 in grant funding for dedicated auto theft investigators and auto theft prevention efforts in the Hennepin County Sheriff's Office during the period date of execution through June 30, 2026 and date of execution through June 30, 2025, be approved; that the Chair of the Board be authorized to sign the Agreements on behalf of the County; and the Controller be authorized to receive and disburse funds as directed; and

BE IT FURTHER RESOLVED that the Hennepin County Sheriff's Office be authorized to increase staffing by 1.0 Full-Time Equivalent for a dedicated auto theft investigator funded by the grant award; and

BE IT FURTHER RESOLVED, that a supplemental appropriation of \$67,520 be made to the 2023 Hennepin County Sheriff's Office budget be approved; and

BE IT FURTHER RESOLVED, that the sponsorship and acceptance of grant funding for this program by the Hennepin County Board of Commissioners does not imply a continued funding commitment by the county for this program when grant funds are no longer available.

Background:

The number of automobile thefts has been increasing in the State of Minnesota. In the Twin Cities, automobile thefts have hit epidemic levels and are believed to be at record high levels since record keeping began to track this data. Criminals are becoming more violent and brazen, which has led to shootings and homicides. After taking vehicles by force, many suspects speed dangerously through neighborhoods at high rates of speed. The thefts are often committed by organized groups and repeat offenders who cross jurisdictional boundaries and frequently use stolen vehicles to facilitate other crimes.

The Criminal Intelligence Division and the Major Crimes Division within the Hennepin County Sheriff's Office are uniquely positioned to contribute significantly to auto theft prevention in Hennepin County. Staff analyze and share criminal information amongst all of the law enforcement agencies in Hennepin County, breaking through jurisdictional barriers and disparate records management systems to efficiently analyze these crimes to identify suspects, high crime areas, and work hand-in-hand with detectives to investigate the most prolific offenders.

The Minnesota Department of Commerce awarded the Hennepin County Sheriff's Office the following two grants to confront the increase in automobile thefts:

23-0326

- Agreement A2311835 provides \$618,000 of grant funding from the date of execution through June 30, 2026 for a dedicated auto theft investigator
- Agreement A2311836 provides \$434,000 of grant funding from the date of execution through June 30, 2025 for general auto theft activities, which includes funding for two analysts

This request supports the county's identified priorities and goals for the disparity reduction Justice domain by focused on providing equal access to justice, supporting community-led early intervention and prevention, and advancing reforms that support the whole person to successfully exit the justice system and move forward with their lives. Efforts must support those who are accused, those who have been harmed, and those who are convicted of an offense.

Recommendation from County Administrator: Recommend Approval

Board Action Request

23-0306

Item Description:

2023 Community Advisory Board Applicants and Appointments - Workforce Innovation and Opportunity Act

Resolution:

BE IT RESOLVED, that in accordance with Hennepin County Open Appointments Policy, the following individual be appointed to the Workforce Innovation and Opportunity Act Community Advisory Board

Background:

Consistent with County Board Policy, Hennepin County conducted an open appointment application process to fill a position on the Workforce Innovation and Opportunity Act Board. The Hennepin County Board will hear interview statements for this position on August 15, 2023. Qualified applicant(s) have been notified and invited to pre-record comment. At a board meeting following interviews, the County Board will take action to select from the pool of applicants to fill the available position.

This request helps build the agenda for the interviews and appointment.

Recommendation from County Administrator: No Recommendation

Interview List

Higher Education

Positions 1
Vacancies 1
Applicants 1

Name	District	Incumbent	Requires Supermajority
Cara S Garrett	0		No

Notes:



Board Action Request

23-0307

Item Description:

2023 Watershed Board Appointments - Nine Mile Creek Watershed Board

Resolution:

BE IT RESOLVED, that in accordance with Hennepin County Open Appointments Policy, the following individuals be appointed to the Nine Mile Creek Watershed Board.

Background:

Consistent with County Board policy, Hennepin County has conducted an open appointment application process to fill positions on the watershed board. The Hennepin County Board will hear interviews for these positions on August 15, 2023. Qualified applicants have been notified and invited to pre-record comment. At a board meeting following interviews, the County Board will take action to select from the pool of applicants to fill the available watershed board positions.

This request helps build the agenda for the interviews and appointments.

Recommendation from County Administrator: No Recommendation

Interview List

At Large

Positions 5
Vacancies 2
Applicants 2

Name	District	Incumbent	Requires Supermajority
Chris-Ann Lauria	5		No
Notes:			
Peggy Kvam	6	Yes	No
Notes:			



Board Action Request

23-0327

Item Description:

Establish closed labor meeting on Tuesday, September 19, 2023 to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals

Resolution:

BE IT RESOLVED, that pursuant to Minn. Stat. §13D.03 Subd 1(b), the Hennepin County Board of Commissioners will meet in closed session on Tuesday, September 19, 2023 at 10:30 a.m., or as soon as therefore practicable, in Conference Room A2324 of the Hennepin County Government Center in Minneapolis, MN, to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

Recommendation from County Administrator: Recommend Approval

MINNESOTA

Board Action Request

23-0328

Item Description:

Updates to Hennepin County Board of Commissioners 2023 calendar

Resolution:

BE IT RESOLVED, that the 2023 Hennepin County board and committee calendar be amended to include the following updates:

September 19, 2023

10:30AM, or immediately following the Closed Legal meeting Closed Labor meeting / **Add**

September 28, 2023

12:00PM - 3:00PM Budget / **Cancel**

October 5, 2023

Reschedule to October 9, 2023 from noon - 3:00PM Budget Working Session; and

BE IT FURTHER RESOLVED, that the attached 2023 Hennepin County board and committee calendar titled, January 24, 2023 FINAL, as amended, be approved.

Recommendation from County Administrator: Recommend Approval

FEBRUARY 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7 10:30am Closed Legal (If needed) 1:30pm Board / RRA	8	9 10am- 11:30am HHS qtrly 11:45am-1pm Henn Health qtrly	10
13 NACo Legislative Conf	14 <i>No meeting</i> NACo Legislative Conf	15 NACo Legislative Conf	16	17
20 Presidents' Day	21 <i>No meeting</i>	22 AMC Legislative Conf	23 AMC Legislative Conf	24
27	28 1:30pm Committees / HRA			

MARCH 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7 10:30am Closed Legal (If needed) 1:30pm Board / RRA	8	9 10am Board Briefing	10
13	14 1:30pm Committees / HRA	15	16	17
20	21 1:30pm Board / RRA	22	23 10am Board Briefing	24
27	28 <i>No meeting</i>	29	30	31

APRIL 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 1:30pm Committees / HRA	5	6	7
10	11 10:30am Closed Legal (If needed) 1:30pm Board / RRA	12	13 10am Board Briefing	14
17	18 <i>No meeting</i>	19	20	21
24	25 1:30pm Committees	26	27 10am Board Briefing	28

MAY 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	10:30am Closed Legal (If needed) 1:30pm Board / RRA	3	4	5
8	1:30pm Committees / HRA	10	11 10am- 11:30am HHS qtrly 11:45am-1pm Henn Health qtrly	12
15	1:30pm Board / RRA	17	18	19
22 Legislative Session Adjourns	1:30pm Committees	24	25 10am Board Briefing	26
29 Memorial Day	No meeting	31		

JUNE 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6 10:30am Closed Legal (If needed) 1:30pm Board / RRA	7	8 10am Board Briefing	9
12	13 1:30pm Committees / HRA	14	15	16
19 <i>Juneteenth</i>	20 <i>No meeting</i>	21	22	23
26	27 1:30pm Board / RRA	28	29	30

JULY 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 <i>No meeting</i> Independence Day	5	6	7
10	11 1:30pm Committees / HRA	12	13 10am Board Briefing	14
17	18 10:30am Closed Legal (If needed) 1:30pm Board / RRA	19	20	21
24 NACo Annual Conf	25 <i>No meeting</i>	26	27	28 NACo Annual Conf
31				

AUGUST 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 1:30pm Committees / HRA	2	3 10am- 11:30am HHS qtrly 11:45am-1pm Henn Health qtrly	4
7	8 10:30am Closed Legal (If needed) 1:30pm Board / RRA	9	10	11
14	15 1:30pm Committees	16	17 10am Board Briefing	18
21	22 1:30pm Board / RRA	23	24	25
28	29 <i>No meeting</i>	30	31	

SEPTEMBER 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 <i>Labor Day</i>	5 <i>No meeting</i>	6 Local Progress Conf	7 Local Progress Conf	8 Local Progress Conf
11	12 1:30pm Committees <i>Administrator's proposed 2024 operating and capital budget presentation</i>	13 AMC Fall Policy Conf	14 AMC Fall Policy Conf	15 AMC Fall Policy Conf
18	19 10:30am Closed Legal (If needed) <i>Closed Labor – immediate after Closed Legal</i> 1:30pm Board / HRA / RRA <i>Authority budgets and approval of max levy</i>	20	21 10am Board Briefing	22
25	26 1:30pm Committees	27	28 Budget Working Session 12PM-3PM	29

OCTOBER 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Budget Working Session 12PM-3PM	3 10:30am Closed Legal (If needed) 1:30pm Board / RRA	4	5 Budget Working Session 12PM-3PM	6
9 Budget Working Session 12PM-3PM	10 1:30pm Committees / HRA	11	12 Budget Working Session 12PM-3PM	13
16 Budget Working Session 12PM-3PM	17 <i>No meeting</i>	18	19 MEA	20 MEA
23 Budget Working Session 12PM-3PM	24 1:30pm Board / RRA	25	26 Budget Working Session 12PM-3PM	27
30	31 1:30pm Committees			

NOVEMBER 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Administrator Budget Amendments / Commissioner Amendment Discussion – 12PM-3PM	2 10:30am Closed Legal (If needed) 1:30pm Board / RRA	3
6 Rail~Volution Conf	7 No meeting Election Day Rail~Volution Conf	8 Rail~Volution Conf	9	10 Veteran's Day
13	14 1:30pm Committees / HRA	15	16 10am- 11:30am HHS qtrly 11:45am-1pm Henn Health qtrly	17
20	21 No meeting	22	23 Thanksgiving Day	24 Thanksgiving
27	28 1:30pm Board / RRA 6:00pm Truth in Taxation	29 Commissioner Budget Amendments – 12PM-3PM	30	

DECEMBER 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 AMC Annual Conf	5 No meeting AMC Annual Conf	6 AMC Annual Conf	7 10am Board Briefing 1:30pm Committees	8
11	12 10:30am Closed Legal (If needed) 1:30pm Final Board / HRA / RRA Approve 2024 budgets	13	14	15
18	19 No meeting	20	21	22
25 Christmas	26 No meeting	27	28	29

HENNEPIN COUNTY

300 South Sixth Street
Minneapolis, MN
55487-0240

MINNESOTA

Board Action Request

23-0330

Item Description:

Confirmation of the appointment of Scott Duimstra as the Library Director, effective October 9, 2023

Resolution:

BE IT RESOLVED, that the Hennepin County Board of Commissioners appoints Scott Duimstra to the unclassified position of Library Director, effective October 9, 2023.

Background:

The County Board Open Appointments Policy and MN Statutes Section 383B.102 require that appointments to unclassified service have confirmation by the Board of County Commissioners.

Following an extensive national recruitment campaign/effort, the County Administrator and Library Board are recommending Scott Duimstra be appointed as the Library Director.

Mr. Duimstra has worked as a professional librarian for 20 years, earning his Master of Science in Information (MSI) from the University of Michigan. Since 2017, he's worked as the Executive Director of the Capital Area District Libraries (CADL) in Michigan, serving the City of Lansing and Ingham County residents. CADL serves 23 different municipalities with 13 branches, a staff of 230 and an operating budget of \$13M.

Since becoming Executive Director, he's guided CADL to become one of the most used Class VI library systems in Michigan. The work of Mr. Duimstra and the staff at CADL was recognized in 2019 by receiving the State Librarian's Excellence Award and in 2022 by becoming a Star Library by *Library Journal*. In 2019, Mr. Duimstra was elected by his peers to serve on the Board of Trustees for the Michigan Library Association (MLA) and in 2022 as President of MLA. In that role, he has ensured that public libraries in the State of Michigan have the resources and support they need to empower all members of their communities.

As required by the Open Appointments Policy, a list of final applicants who interviewed for this position is on file with the Clerk of the County Board.

Recommendation from County Administrator: Recommend Approval