

HENNEPIN COUNTY

MINNESOTA

FINAL COMMITTEE AGENDA

ADMINISTRATION, OPERATIONS AND BUDGET COMMITTEE

TUESDAY, JANUARY 30, 2024
1:30 PM

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

1. Minutes from Previous Meeting

1.A. January 9, 2024 Meeting Minutes

2. New Business

Routine Items

2.A. [24-0032](#)

Ratification of permits, leases, lease amendments, and related property agreements approved by the County Administrator, period 10/01/23-12/31/23, total NTE \$15,000

2.B. [24-0033](#)

Neg Amd 2 to Lease Agmt A070387 with Metro Ventures, LLC, for rental space at 4336 Lyndale Avenue North, Minneapolis, ext end date to 08/31/29 (\$166,232 first year rent and operating costs)

2.C. [24-0034](#)

Amd 2 to Agmt PL00000269 with Metre LLC for media planning, media procurement, and limited creative services to advance County's strategic priorities, incr agency fees by \$400,000, no change to total NTE of \$3,500,000; no change to other terms

Items for Discussion and Action

2.D. [24-0035](#)

2024 Hennepin County All-Hazard Mitigation Plan

3. Old Business

3.A. [24-0012](#)

2024 Community Advisory Board Applicants and Appointments - Library Board

3.B. [24-0015](#)

2024 Community Advisory Board Applicants and Appointments - Race Equity
Advisory Council (REAC)

HENNEPIN COUNTY

300 South Sixth Street
Minneapolis, MN
55487-0240

MINNESOTA

Board Action Request

TMP-0806

Item Description:

January 9, 2024 Meeting Minutes

HENNEPIN COUNTY

MINNESOTA

COMMITTEE MINUTES

ADMINISTRATION, OPERATIONS AND BUDGET COMMITTEE

TUESDAY, JANUARY 9, 2024
1:30 PM

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

Commissioner Debbie Goettel, Chair, called the meeting of the Administration, Operations and Budget Committee for Tuesday, January 9, 2024 to order at 1:58 p.m.

Present: Debbie Goettel, Jeff Lunde, Irene Fernando, Marion Greene, Angela Conley and Kevin Anderson

1. Minutes from Previous Meeting

1.A. December 7, 2023 Meeting Minutes

APPROVE

Commissioner Angela Conley moved, seconded by Commissioner Jeff Lunde, to approve the Minutes.

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

2. Open Appointment Interviews

2.A. [24-0008](#)

2024 Community Advisory Board Applicants and Appointments - Adult Mental Health Local Advisory Council (LAC)

The following applicants' pre-recorded comments were played:

Bharati Acharya
Ifrah Nur
Laura Jaap
Madilyn Morgan
Margie DuPuis
Sheila Wiegman
Theresa Crawford

PROGRESS

Commissioner Marion Greene moved, seconded by Commissioner Kevin Anderson, to progress the Resolution to the January 23rd Board meeting.

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

2.B. [24-0009](#)

2024 Community Advisory Board Applicants and Appointments - Capital Budgeting Task Force (CBTF)

The following applicant's pre-recorded comments were played:
Nathan Rich

PROGRESS

Commissioner Marion Greene moved, seconded by Commissioner Kevin Anderson, to progress the Resolution to the January 23rd Board meeting.

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

2.C. [24-0010](#)

2024 Community Advisory Board Applicants and Appointments - County Extension Committee - University of Minnesota

The following applicant's pre-recorded comments were played:
Elijah Michaletz

PROGRESS

Commissioner Marion Greene moved, seconded by Commissioner Kevin Anderson, to progress the Resolution the January 23rd Board meeting.

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

2.D. [24-0011](#)

2024 Community Advisory Board Applicants and Appointments - Human Resources Board

PROGRESS

Commissioner Marion Greene moved, seconded by Commissioner Kevin Anderson, to progress the Resolution to the January 23rd Board meeting.

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

2.E. [24-0012](#)

2024 Community Advisory Board Applicants and Appointments - Library Board

LAI D OVER

Commissioner Debbie Goettel moved, seconded by Commissioner Irene Fernando, to lay over the Resolution to the January 30th Committee meeting.

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

2.F. [24-0013](#)

2024 Watershed Board Applicants and Appointments - Lower MN River Watershed District

The following applicant's pre-recorded comments were played:
Joseph Barisonzi

PROGRESS

Commissioner Marion Greene moved, seconded by Commissioner Kevin Anderson, to progress the Resolution to the January 23rd Board meeting.

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

2.G. [24-0014](#)

2024 Watershed Board Applicants and Appointments - Minnehaha Creek Watershed District

The following applicants' pre-recorded comments were played:
Mary Comfort
Sherry White
Stephen Sando
Steve Cramer

PROGRESS

Commissioner Marion Greene moved, seconded by Commissioner Kevin Anderson, to progress the Resolution to the January 23rd Board meeting.

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

2.H. [24-0015](#)

2024 Community Advisory Board Applicants and Appointments - Race Equity Advisory Council (REAC)

LAIID OVER

Commissioner Debbie Goettel moved, seconded by Commissioner Irene Fernando, to lay over the Resolution to the January 30th Committee meeting.

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

2.I. [24-0016](#)

2024 Community Advisory Board Applicants and Appointments - Workforce Innovation and Opportunity Act Board (WIOA)

The following applicants' pre-recorded comments were played:

Emily Watts
Sarah Gutzman

PROGRESS

Commissioner Marion Greene moved, seconded by Commissioner Kevin Anderson, to progress the Resolution to the January 23rd Board meeting.

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

2.J. [24-0017](#)

2024 Community Advisory Board Applicants and Appointments - Mental Commitment Attorney Panel

PROGRESS

Commissioner Marion Greene moved, seconded by Commissioner Kevin Anderson, to progress the Resolution to the January 23rd Board meeting.

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

2.K. [24-0018](#)

2024 Community Advisory Board Applicants and Appointments - Community Action Partnership of Hennepin County (CAP-HC) Board

PROGRESS

Commissioner Marion Greene moved, seconded by Commissioner Kevin Anderson, to progress the Resolution to the January 23rd Board meeting.

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

There being no further business, the Administration, Operations and Budget Committee for Tuesday, January 9 2023 was declared adjourned at 2:38 p.m.

Maria Rose
Clerk to the County Board

Board Action Request

24-0032

Item Description:

Ratification of permits, leases, lease amendments, and related property agreements approved by the County Administrator, period 10/01/23-12/31/23, total NTE \$15,000

Resolution:

BE IT RESOLVED, that the agreements listed on the report entitled "Quarterly Summary of Real Estate Documents Executed by Administrator, Fourth Quarter 2023: 10/01/23-12/31/23, dated December 31, 2023" and the administration of all leases within the building located at 701 4th Avenue South, Minneapolis be ratified.

Background:

Pursuant to Resolution 97-04-238, approved on April 29, 1997, the County Board authorized the County Administrator to sign temporary permits, licenses, leases, lease amendments, and related property agreements, provided that the resulting expenditure does not exceed \$15,000 per year; and pursuant to Resolution 11-0339, approved on August 16, 2011, the County Board delegated the County Administrator the responsibility for the management and administration of all leases within the building located at 701 4th Avenue South, Minneapolis, and that following review and approval by the County Attorney's Office, the County Administrator be authorized to sign all leasing documents.

Current Request:

Ratification is requested of those agreements signed by the County Administrator for the period October 1, 2023 through December 31, 2023, as identified on the report entitled, "Quarterly Summary of Real Estate Documents Executed by Administrator, Fourth Quarter 2023: 10/01/23-12/31/23, dated December 31, 2023," and the administration of all leases within the building located at 701 4th Avenue South, Minneapolis.

Recommendation from County Administrator: Recommend Approval

**Quarterly Summary of Real Estate Documents Executed by Administrator,
Fourth Quarter 2023: 10/01/23-12/31/23
Dated 12/31/23**

Contracting Party	Subject Matter and Property	Date Approved	Authorizing Resolution
City of Plymouth	License Agreement A2311989 between Hennepin County and the City of Plymouth, to install a kiosk for Human Services in the lobby of Plymouth City Hall located at 3400 Plymouth Boulevard, Plymouth, MN, for the period December 1, 2023 through November 30, 2025. No rent.	11/2/23	97-4-238
The Longfellow Community Council	Amd 2 to License Agreement A154851 between Hennepin County and The Longfellow Community Council, for the use of a community garden on county owned 3,662 square foot vacant property located at 3116 E. 38th St. Minneapolis, extending the agreement for the period from January 1, 2024 through December 31, 2028. No rent.	11/20/23	97-4-238
Hennepin Healthcare	Amd 2 to Lease Agreement LS00000019 between Hennepin County and Hennepin Healthcare, expanding the Leased Premises 594 sq ft to the new size of 12,810 sq ft at 2215 East Lake Street, Minneapolis. Rec: \$9,801 increase in annual rent.	11/28/23	97-4-238
The Sanctuary Covenant Church, Inc.	Amd 2 to Lease Agreement LS00000001 between Hennepin County and The Sanctuary Covenant Church, Inc. for use of 436 sq ft of space at 710 West Broadway Avenue, Minneapolis, extending the agreement one (1) year from January 1, 2024 through December 31, 2024. Rent for the one (1) year term is estimated to be \$9,381.	12/8/23	97-4-238
Qwest Corporation	Amd 3 to License Agreement A110006 between Hennepin County and Qwest Corporation for the use of 135 sq. ft. on the 3 rd floor of the 701 Building located at 701 Fourth Avenue South, Minneapolis, extending the agreement for the period from January 1, 2024 through December 31,2028. Rec: \$6,929 for the first year.	12/14/23	11-0339

MINNESOTA

Board Action Request

24-0033

Item Description:

Neg Amd 2 to Lease Agmt A070387 with Metro Ventures, LLC, for rental space at 4336 Lyndale Avenue North, Minneapolis, ext end date to 08/31/29 (\$166,232 first year rent and operating costs)

Resolution:

BE IT RESOLVED, that Amendment 2 to Lease Agreement A070387 with Metro Ventures, LLC for 8,800 square feet of rental space utilized by the Department of Community Corrections and Rehabilitation located at 4336 Lyndale Avenue North, Minneapolis, extending the contract period from September 1, 2024 to August 31, 2029, in the amount of \$166,232 first year rent and operating costs, with annual adjustments in base rent and operating costs, 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 disburse funds as directed.

Background:

Since 2009, the Department of Community Corrections and Rehabilitation (DOCCR) has operated the Adult Probation Center North office in 8,800 square feet of space located at 4336 Lyndale Avenue North, Minneapolis. The current term ends on August 31, 2024 and the department recommends retaining the space. The county renewed the lease for five (5) years in 2014 through August 31, 2019 (Resolution 14-0169) and extended the lease for five (5) years in 2019 through August 31, 2024 (Resolution 19-0102).

Amendment 2 to Lease Agreement A070387 with Metro Ventures, LLC will extend the lease five (5) years from September 1, 2024 through August 31, 2029. The County will retain the right to cancel the lease with no penalty at any time during the five (5) year extension period with 120 days' written notice to the landlord.

First year's base rent will increase from the current rate of \$8.50 per square foot (\$74,800 annual) to \$8.60 per square foot (\$75,680 annual) and will increase \$.10 per square foot (\$880 annually) each year during the five-year renewal period. Operating expenses are estimated to be \$10.29 per square foot (\$90,552 annual) for the first year and will be adjusted annually to reflect actual costs. Operating expenses include common area maintenance, insurance, janitorial services, and applicable taxes. The County pays directly for utilities.

Current Request:

The department seeks authorization to negotiate Amendment 2 to Lease Agreement A070387 with Metro Ventures, LLC for 8,800 square feet of space located at 4336 Lyndale Avenue North, Minneapolis, extending the contract period from September 1, 2024 to August 31, 2029, in the amount of \$166,232 first year rent and operating costs.

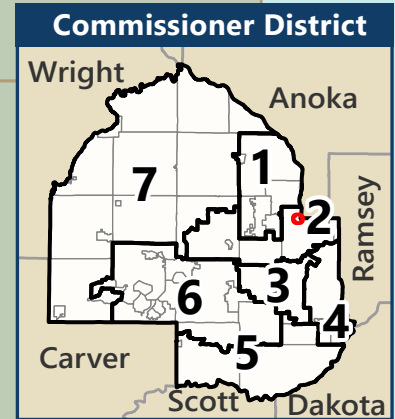
Impact/Outcomes:

Approval of Amendment 2 to Lease Agreement A070387 will allow DOCCR to continue to provide probation services to clients living in the areas of North Minneapolis and northern suburbs.

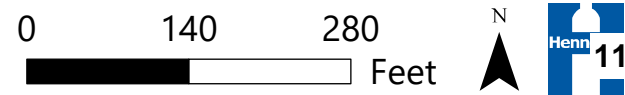
Recommendation from County Administrator: Recommend Approval

Amendment 2 to Lease Agmt No. A070387

4336 Lyndale Ave. N., Minneapolis



BAR map date:
1/12/2024



Board Action Request

24-0034

Item Description:

Amd 2 to Agmt PL00000269 with Metre LLC for media planning, media procurement, and limited creative services to advance County's strategic priorities, incr agency fees by \$400,000, no change to total NTE of \$3,500,000; no change to other terms

Resolution:

BE IT RESOLVED, that Amendment 2 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 include hourly agency fees of \$900,000, with no change to the total not to exceed amount of \$3,500,000; 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; and

BE IT FURTHER RESOLVED, that the County Administrator is authorized to approve any future increase to agency fees within the total not to exceed of this Agreement.

Background:

Resolution 22-0388, 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 request authorizes an increase to the maximum payment for hourly agency fees to \$900,000 in anticipation of newly identified demand with approved funding through the end of the contract term, December 31, 2024.

Additional sources of projected spend include, but are not limited to:

- Heart Health campaign
- Inclusion of Hennepin and Health and Northpoint media strategy and procurement support
- Repeat support for annual campaigns in the areas of Environment and Energy, Transit, Public Health, Elections and more.

Recommendation from County Administrator: Recommend Approval

Board Action Request

24-0035

Item Description:

2024 Hennepin County All-Hazard Mitigation Plan

WHEREAS:

WHEREAS, Hennepin County has participated in the hazard mitigation planning process as established under the federal Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a County Hazard Mitigation Plan; and

WHEREAS, the Act as requires public involvement and local coordination among neighboring local units of government and businesses in the assessment and planning process; and

WHEREAS, the Hennepin County Plan includes a risk assessment including county disaster history, an inventory of hazards that threaten the County, an estimate of infrastructure at risk, a general description of population, land use and development trends; and

WHEREAS, the Hennepin County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs that will reduce disaster impacts; and

WHEREAS, the Hennepin County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Hennepin County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, this Hennepin County All-Hazard Mitigation Plan is multi-jurisdictional in scope and that cities that participated in the planning process may choose to adopt the County Plan and be included in eligibility to apply for federal mitigation grants.

Resolution:

BE IT RESOLVED, that the Hennepin County Board of Commissioners adopts the 2024 Hennepin County All-Hazard Mitigation Plan.

Background:

The primary aim of mitigation is to protect lives by increasing the survivability of disaster situations. Mitigation also makes good economic sense. According to the Federal Emergency Management Agency (FEMA), for every federal dollar spent on pre-disaster mitigation, six dollars are saved in disaster response and recovery costs. The 2024 Hennepin County All-Hazard Mitigation Plan is significantly improved from previous plans. Extensive research has been focused on detailed assessments of the natural hazards effecting the county. New knowledge has been employed to better focus mitigation efforts locally. This work will continue so that future mitigation projects can be directed to the places most in need of them.

24-0035

The Federal Emergency Management Agency requires a formal adoption document to complete the approval process for the county's Plan. This request seeks adoption of the 2024 Hennepin County All Hazards Mitigation Plan

Recommendation from County Administrator: Recommend Approval

Board Action Request

24-0012

Item Description:

2024 Community Advisory Board Applicants and Appointments - Library Board

Resolution:

BE IT RESOLVED, that in accordance with the Hennepin County Open Appointments Policy, the following individual(s) be appointed to the Library Board:

Background:

Consistent with County Board policy, Hennepin County has conducted an open appointment application process to fill positions on the various community advisory boards. The Hennepin County Board will hear interviews for these positions on January 9, 2024 and possibly January 30, 2024. 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 advisory board positions.

This request communicates the names of applicants for the open community advisory board positions and helps build the agenda for the interviews and appointments.

Recommendation from County Administrator: No Recommendation

Board Action Request

24-0015

Item Description:

2024 Community Advisory Board Applicants and Appointments - Race Equity Advisory Council (REAC)

Resolution:

BE IT RESOLVED, that in accordance with the Hennepin County Open Appointments Policy, the following individual(s) be appointed to the Race Equity Advisory Council (REAC):

Background:

Consistent with County Board policy, Hennepin County has conducted an open appointment application process to fill positions on the various community advisory boards. The Hennepin County Board will hear interviews for these positions on January 9, 2024 and possibly January 30, 2024. 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 advisory board positions.

This request communicates the names of applicants for the open community advisory board positions and helps build the agenda for the interviews and appointments.

Recommendation from County Administrator: No Recommendation