

# ANOKA COUNTY

## AGENDA

### INTERGOVERNMENTAL & COMMUNITY RELATIONS COMMITTEE and Meeting of the Anoka County Board of Commissioners\*\* Commissioners Reinert (Chair), Jeppson (Vice Chair), and Look

WEDNESDAY, MAY 24, 2023  
1:00 P.M.

Lac qui Parle Conference Room  
Anoka County Transportation Division Facility  
1440 Bunker Lake Blvd. NW, Andover, MN

Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to two minutes. Questions directed to the committee may not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.

1. Consider recommending the county board authorize John Lenarz, Deputy Registrar of Motor Vehicles for Anoka County, to sign an Agreement for Services (Contract #C0010019) with Intellectual Technology, Inc. (ITI) and a Self-Service Kiosk Addendum for Deputy Registrars (Contract C00100020) with the Department of Public Safety for self-service kiosks at no cost to the county. **See attached** worksheet.
2. Consider recommending the county board adopt Resolution #2023-IG03, Resolution Accepting Dedicated Donation for Anoka County Veteran Services. **See attached** resolution.
3. For informational purposes, the Veteran Services staff will attend the National Association of County Veterans Service Officers (NACVSO) Training Conference in Madison, Wisconsin in June. This item will go forward to the Management Committee for approval.
4. For informational purposes, a 2023 Legislative session update.
5. For informational purposes, consider department updates.

*\*\* Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*



# ANOKA COUNTY BOARD ACTION ITEM

May 24, 2023

## License & Passport Services

ACTION REQUESTED	Consider authorizing John Lenarz, appointed Deputy Registrar of Motor Vehicles for Anoka County, to sign “Agreement for Services” with Intellectual Technology, Inc. (ITI) and “Self-Service Kiosk Addendum for Deputy Registrars” subject to approval of the County Attorney as to form and legality.
BACKGROUND	<ul style="list-style-type: none"><li>• The State of Minnesota has authorized ITI to place self-service kiosks in locations approved by the state.</li><li>• ITI is currently looking to place kiosks in selected Cub Foods locations, including at least 1 in Anoka County.</li><li>• A Lead DR office (typically office closest to Kiosk location) will be required to receive funds from ITI.<ul style="list-style-type: none"><li>○ State fees received, to be reported and re-distributed to DVS daily.</li><li>○ Minnesota statute requires filing fees collected be kept by deputy registrars (DRs).<ul style="list-style-type: none"><li>▪ 10% of filing fees to be retained by Lead DR to offset incidental expenses incurred to receive, report, and disburse funds.</li><li>▪ Remaining 90% to be equally disbursed to all impacted DR within a 10-mile radius of kiosk on a quarterly basis.</li></ul></li></ul></li><li>• Signed agreement and addendum are required for Anoka County to participate in fee sharing and act as Lead DR as needed.</li></ul>
SOLUTIONS	<p>Anoka County can choose to participate and receive portion of filing fees collected.</p> <p>Anoka County could choose not to participate and forgo any fees sharing from placed kiosk.</p>
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	There is no cost to the County for ITI to install or maintain off-site kiosks. As a Lead DR, incidental expenses related to the distribution of funds submitted by ITI would be incurred. Expenses would be offset through the Lead DR keeping 10% of all filing fees collected.
CONCLUSION	<p>Anoka County should consider participating ITI in Self-Service Kiosk system.</p> <ul style="list-style-type: none"><li>• Customer demand for self-service options will likely increase.</li><li>• Kiosks allow customers to purchase, in a similar fashion to on-line renewal, and receive license tabs immediately at time of purchase.</li><li>• Kiosks would be available outside of typical license center business hours.</li><li>• If current on-line purchasers of tabs use self-service kiosk, a portion of the filing fees would be retained to support license center operations.</li></ul>
RECOMMENDATIONS	Consider authorizing John Lenarz, appointed Deputy Registrar of Motor Vehicles for Anoka County, to sign “Agreement for Services” with Intellectual Technology, Inc. (ITI) and “Self-Service Kiosk Addendum for Deputy Registrars” subject to approval of the County Attorney as to form and legality.

**RESOLUTION #2023-IG03**

**ACCEPTING DEDICATED DONATION  
FOR ANOKA COUNTY VETERAN SERVICES**

WHEREAS, various organizations in and around the County of Anoka have provided donations to the Anoka County Veteran Services; and,

WHEREAS, the Coon Rapids VFW Auxiliary, Post 9625 donated \$200 (Two hundred dollars) to the Anoka County Veteran Services; and,

WHEREAS, Minnesota Statute §465.03 requires a county to accept the donation by resolution expressed in terms prescribed by the donor in full; and,

WHEREAS, acceptance of the funds in accordance with the donor's terms is in the best interest of the County of Anoka:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby accept the above-described donation from Coon Rapids VFW Auxiliary, Post 9625 and extends its grateful appreciation.