

**DAKOTA COUNTY
ADMINISTRATION/FINANCE/POLICY COMMITTEE OF THE WHOLE**

Meeting Minutes

March 17, 2009

Administration Center, Government Center, Conference Room 3A, Hastings, Minnesota

1. **Call To Order And Roll Call.** Commissioner Thomas A. Egan, Chair of the Administration/Finance/Policy (AFP) Committee of the Whole, called the meeting to order at 1:37 p.m. Roll was called with the following members present:

Commissioner Joseph A. Harris, District 1
Commissioner Kathleen A. Gaylord, District 2
Commissioner Thomas A. Egan, District 3
Commissioner Nancy Schouweiler, District 4
Commissioner Liz Workman, District 5
Commissioner Paul J. Krause, District 6
Commissioner Willis E. Branning, District 7

Others present included:

Brandt Richardson, County Administrator Kelly Olson, Sr. Administrative Coordinator
Karen Schaffer, County Attorney's Office

2. **Audience.** Chair Egan asked if there was anyone in the audience who wished to address the Committee of the Whole on an issue not on the agenda or to discuss an item on the consent agenda. No one appeared.
3. **Approval Of Agenda.** On a motion by Commissioner Gaylord, seconded by Commissioner Harris, the agenda was approved with the following revision:
 - Added Item 8.2 – Authorization to Submit Application For Integrated Emergency Management Course At Emergency Management Institute.
4. **Introduction Of New Employees.** Operations Management Director Taud Hoopingarner introduced Jim Lesniak, Engineering Supervisor in Facilities Management.

CONSENT AGENDA

On a motion by Commissioner Gaylord, seconded by Commissioner Schouweiler, the consent agenda was unanimously approved as follows:

5. **Approval Of Minutes** of meeting held on February 3, 2009.

The following resolution was recommended to the County Board:

6.1 Authorization To Purchase Data Switches From CDW, Inc.

WHEREAS, Dakota County utilizes data switches to maintain a local area network for County business purposes; and

WHEREAS, properly working data switches are critical to maintaining a functioning network; and

WHEREAS, existing data switches will reach the end of their service life and will no longer be supported by the manufacturer after December 2009; and

WHEREAS, funding is available from the Information Technology Capitol Equipment Fund; and

WHEREAS, Dakota County holds a cooperative purchase agreement with the State of Minnesota that allows the County to purchase from vendors under contract with the State of Minnesota; and

WHEREAS, the specified equipment is available for purchase from a State of Minnesota contract vendor.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Information Technology Director to purchase the following equipment from CDW, Inc., pursuant to State of Minnesota Cisco Contract #436463, at a total cost not to exceed \$337,728.20:

Fifty-three Catalyst 3750 48-port Fast Ethernet data switches at \$4,884.63 each
Twenty-four SFP SX fiber optic transceivers at \$287.50 each
Four Catalyst 3750 48-port Gigabit data switches at \$8,909.63 each
One Catalyst 3750 24-port Gigabit data switch at \$4,482.13
One Catalyst 3750 24-port 10-Gigabit data switch at \$5,459.63
One 10-Gigabit fiber module at \$5,750

REGULAR AGENDA

- 7.1 Update On Library Branding Initiative.** Communications Director Gail Plewacki presented the new branding identity for Dakota County Libraries in collaboration with Library staff. Library Director Ken Behringer provided additional information and indicated that positive feedback was received from the Library Board. This item was for information only; no action was requested.
- 7.2 Informational Briefing And Authorization To Issue Request For Proposals for Enterprise Resource Planning System.** Financial Services Director Matt Smith, Employee Relations Director Will Volk, and Information Technology Director Paul Zyla presented this item. Staff responded to questions regarding data security.

On a motion by Commissioner Gaylord, seconded by Commissioner Branning, the following resolution was unanimously recommended to the County Board:

WHEREAS, the accounting and human resource systems of the County are not fully integrated and do not effectively meet the needs of the County today; and

WHEREAS, an Enterprise Resource Planning (ERP) project steering committee has identified, with input from all the departments in the County, current accounting and human resource system needs; and

WHEREAS, the project steering committee has prepared a Request for Proposals (RFP) for the procurement of a ERP System to address these identified needs; and

WHEREAS, funds are available from the Major Systems Fund to purchase a new ERP System.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Financial Services, Employee Relations and Information Technology Departments to issue an RFP for a new ERP System; and

BE IT FURTHER RESOLVED, That the Financial Services, Employee Relations and Information Technology Departments are hereby directed to return to the County Board for approval of the contract recommended to be awarded in response to the evaluation of proposals submitted in response to the RFP, as required by provisions of the County's contracting policy.

- 8.1 Update On Evaluated Prairie Island Nuclear Generating Plant Exercise.** Emergency Preparedness Director David Gisch introduced this item and provided an update on regulatory information in regard to a "yellow alert" at Prairie Island Nuclear Generating Plant. This item was for information only; no action was requested.

8.2 Authorization To Submit Application For Integrated Emergency Management Course At Emergency Management Institute. David Gisch introduced this item.

On a motion by Commissioner Harris, seconded by Commissioner Schouweiler, the following resolution was unanimously recommended to the County Board:

WHEREAS, Dakota County desires to develop and implement policies, plans, and procedures to protect life and property through sound emergency management; and

WHEREAS, the Federal Emergency Management Institute (EMI) conducts a community-specific Integrated Emergency Management Course (IEMC) that is designed to challenge individuals and communities to examine emergency policies, plans, and procedures and to identify needed improvements; and

WHEREAS, the EMI requires a resolution of support from the jurisdiction be included in an application for participation in the IEMC.

NOW, THEREFORE BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the submission of an application to participate in the Integrated Emergency Management Course at the Emergency Management Institute in Emmitsburg, Maryland and authorizes the Board Chair to sign a letter of support.

9. County Administrator's Report. County Administrator Brandt Richardson requested input from the County Commissioners in regard to the current structure of the Legislative Workgroup. This item was for discussion only; no action was taken.

10. Adjournment. The Chair adjourned the meeting at 3:02 p.m.

Respectfully submitted,

Kelly D. Olson
Senior Administrative Coordinator to the Board