

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

Meeting Minutes

April 7, 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 12:49 p.m. Roll was noted 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 Willis E. Branning, District 7

Others present included:

Brandt Richardson, County Administrator	Taud Hoopingarner, Operations Mgmt.
Lisa Henning, County Administration	Karen Harrington, OMB Administration
Matt Mendenhall, County Administration	Matt Smith, Financial Services
Karen Schaffer, County Attorney's Office	Brent Gustafson, Financial Services
Tom Novak, Public Services & Revenue	Paul Zyla, Information Technology
Jean Erickson, Public Services & Revenue	Don Turner, Information Technology
Ken Behringer, Dakota County Library	Jim Strommer, Information Technology
Lynn Thompson, Physical Development	Will Volk, Employee Relations
Mark Krebsbach, Physical Development	Geri Courneya, Employee Relations
Dave Rooney, Community Services	Gail Plewacki, Communications
Dave Gisch, Emergency Preparedness	Kelly Olson, Sr. Administrative Coordinator

2. **Audience.** Commissioner 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 Workman, the agenda was approved with the following revisions:
 - Add Item 12.1 – Review of Financial Implications Of HF 2020
 - Item 11.1 – Status Report On Public Art Citizen Advisory Committee was moved to the beginning of the regular agenda.
4. **Introduction Of New Employees.** There were no new employee introductions.
5. **Presentation.** David Asp, Information Technology, was recognized for development of comprehensive fiber infrastructure and collaboration with public agencies throughout Dakota County.

CONSENT AGENDA

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

6. **Approval Of Minutes** of meeting held on March 17, 2009.

7.1 Authorization To Carry Over Budget Spending Authority From 2008 To 2009

WHEREAS, various capital expenditures, capital improvements, and projects were budgeted for expenditure in 2008, but were not expended or obligated prior to the end of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the carryover of spending authority from 2008 to 2009 for the following:

<u>Department</u>	<u>Description</u>	<u>Expense</u>	<u>Revenue</u>	<u>Fund Balance</u>
County Buildings	Replace Water Softeners	36,567	-	36,567
County Buildings	Wentworth Library Renovation	11,306	-	11,306
County Buildings	Burnhaven Library Special Needs Assess	5,000	-	5,000
County Buildings	Wescott Library-Replace Flat Roof	(3,731)	-	(3,731)
County Buildings	Wescott Library-Ren & Maint Project	270,000	-	270,000
County Buildings	LEC-Replace Pneumatic Controls	(9,727)	-	(9,727)
County Buildings	Admin Center-Roof Replacement	103,020	-	103,020
County Buildings	WSC-Replace Pneumatic Controls	39,160	-	39,160
County Buildings	Govt Center Plant Evaluation	10,163	-	10,163
County Buildings	Ultra High Speed Network Upgrade	16,628	-	16,628
County Buildings	Skylight Safety Guards	(1,691)	-	(1,691)
County Buildings	Security System Upgrades	104,672	-	104,672
County Buildings	Parking Lot Seal Coating	(3,500)	-	(3,500)
County Buildings	Security Assessments 2008/2009	28,600	-	28,600
CIP - FNAP	FNAP Acquisition - Lee	911,442	-	911,442
CIP - FNAP	FNAP Acquisition - Taylor (3)	109,732	-	109,732
CIP - FNAP	FNAP Acquisition - Gelhar-Emerick	206,500	-	206,500
CIP - FNAP	FNAP Acquisition - Jennings	168,450	-	168,450
CIP - FNAP	FNAP Acquisition - Karpen	24,500	-	24,500
CIP - FNAP	FNAP Acquisition - Tyler/Anfinison	1,056,380	-	1,056,380
CIP - FNAP	FNAP Acquisition - Pilot Knob	10,000	-	10,000
CIP - FNAP	FNAP Acquisition - Niesen	167,234	-	167,234
CIP - FNAP	FNAP Acquisition - Frandrup	531,021	-	531,021
CIP - FNAP	FNAP Acquisition - Hallcock	1,523,822	-	1,523,822
CIP - FNAP	FNAP Acquisition - Stoffel	451,035	9,809	441,226
CIP - Parks	MRRT North Section B56-03	1,252,723	713,552	539,171
CIP - Parks	NURT Phase #2	20,000	9,960	10,040
CIP - Parks	MRRT Phase #2 East Section	1,207,793	696,000	511,793
CIP - Parks	MRRT - Cahill to 111th	929,409	772,800	156,609
CIP - Parks	MRRT - Railroad Crossing	25,500	7,500	18,000
CIP - Parks	MRRT - Feasibility Study	11,988	5,000	6,988
CIP - Parks	Intermodal General	1,664,083	-	1,664,083
CIP - Parks	CIP Administration	75,000	-	75,000
CIP - Parks	Dyrssen Acquisition	8,062	-	8,062
CIP - Parks	Parks System Plan	30,659	-	30,659
CIP - Parks	BRRT - Trailhead Improvements	400,000	400,000	-
CIP - Parks	Signage Program	124,925	-	124,925
CIP - Parks	LHP & MRP Hardwood Forest Restoration	35,284	35,284	-
CIP - Parks	2007 Natural Resource Imp	29,000	29,000	-
CIP - Parks	2007 LBRP, MRPR, SLPR Restoration	46,463	46,463	-
CIP - Parks	2008 Natural Resource - Imp	28,978	28,978	-
CIP - Parks	2008 Restoration of Leased Land	65,241	65,241	-
CIP - Parks	All Parks Acquisition	1,133,333	850,000	283,333
CIP - Parks	Leb Hills Facility Development	750,000	750,000	-
CIP - Parks	Leb Hills West Trailhead Development	429,000	429,000	-
CIP - Parks	Thompson County Park Entrance	433,158	-	433,158
CIP - Parks	Spring Lake Park Development	95,916	-	95,916

CIP - Parks	Urban Property Acquisition	23,200	-	23,200
CIP - Parks	Water Mgmt Lebanon Hills	306,081	-	306,081
CIP - Parks	SLP Hardwood Forest Restoration	38,750	38,750	-
CIP - Parks	Trail Redevelopment - Lebanon Hills	73,423	73,423	-
CIP - Parks	Bituminous Maintenance	89,000	-	89,000
CIP - Parks	Probable Maximum Flood Study Contract	64,265	25,706	38,559
CIP - Transportation	Co Proj 4-10	125,000	-	125,000
CIP - Transportation	Co Proj 4-11	700	-	700
CIP - Transportation	Co Proj 9-36	283,126	294,000	(10,874)
CIP - Transportation	Co Proj 9-41	1,871	-	1,871
CIP - Transportation	Co Proj 9-42	238,794	250,600	(11,806)
CIP - Transportation	Co Proj 9-43	48,714	-	48,714
CIP - Transportation	Co Proj 9-44	16,310	-	16,310
CIP - Transportation	Co Proj 23-59	3,790,315	3,416,000	374,315
CIP - Transportation	Co Proj 28-29	1,207,500	543,375	664,125
CIP - Transportation	Co Proj 28-35	60,000	-	60,000
CIP - Transportation	Co Proj 28-36	100,000	45,000	55,000
CIP - Transportation	Co Proj 28-40	1,441	-	1,441
CIP - Transportation	Co Proj 30-09	250,000	153,750	96,250
CIP - Transportation	Co Proj 30-16	5,000	-	5,000
CIP - Transportation	Co Proj 31-64	2,932	-	2,932
CIP - Transportation	Co Proj 32-56	90,626	-	90,626
CIP - Transportation	Co Proj 32-62	3,240	-	3,240
CIP - Transportation	Co Proj 38-37	2,442	-	2,442
CIP - Transportation	Co Proj 42-82	2,887,397	3,124,999	(237,602)
CIP - Transportation	Co Proj 42-91	5,471,650	6,181,696	(710,046)
CIP - Transportation	Co Proj 42-104	5,184	-	5,184
CIP - Transportation	Co Proj 43-24	670,000	-	670,000
CIP - Transportation	Co Proj 46-30	150,000	42,998	107,002
CIP - Transportation	Co Proj 47-32	292,977	102,000	190,977
CIP - Transportation	Co Proj 50-05	200,000	-	200,000
CIP - Transportation	Co Proj 50-10	5,000	-	5,000
CIP - Transportation	Co Proj 50-16	25,000	12,500	12,500
CIP - Transportation	Co Proj 54-06	1,899	-	1,899
CIP - Transportation	Co Proj 56-04	40,000	40,000	-
CIP - Transportation	Co Proj 56-06	8,233,836	14,610,000	(6,376,164)
CIP - Transportation	Co Proj 56-07	2,000,000	2,000,000	-
CIP - Transportation	Co Proj 60-05	274,678	274,678	-
CIP - Transportation	Co Proj 60-19	1,230	-	1,230
CIP - Transportation	Co Proj 64-16	24,521	-	24,521
CIP - Transportation	Co Proj 64-18	1,956,597	978,299	978,298
CIP - Transportation	Co Proj 64-20	2,000,000	1,600,000	400,000
CIP - Transportation	Co Proj 64-21	24	-	24
CIP - Transportation	Co Proj 66-13	4,616	-	4,616
CIP - Transportation	Co Proj 70-06	7,663,837	7,922,008	(258,171)
CIP - Transportation	Co Proj 71-11	809	-	809
CIP - Transportation	Co Proj 73-08	115,003	-	115,003
CIP - Transportation	Co Proj 73-18	333,428	154,976	178,452
CIP - Transportation	Co Proj 73-21	546	-	546
CIP - Transportation	Co Proj 86-24	2,462	-	2,462
CIP - Transportation	Co Proj 86-25	1,138	-	1,138
CIP - Transportation	Co Proj 96-02	523,004	-	523,004
CIP - Transportation	Co Proj 97-31	2,000,000	2,000,000	-
CIP - Transportation	Co Proj 97-35	227,061	-	227,061
CIP - Transportation	Co Proj 97-65	20,413	9,186	11,227
CIP - Transportation	Co Proj 97-66	2,993	1,996	997

CIP - Transportation	Co Proj 97-72	10,489	4,720	5,769
CIP - Transportation	Co Proj 97-84	99,836	46,996	54,836
CIP - Transportation	Co Proj 97-87	150,000	-	150,000

Capital Improvement Program (CIP) projects which have not been completed **56,781,456** **48,794,247** **7,987,209**

Attorney	EDMS/Crimes System	116,936	-	116,936
Attorney	CEP - Furniture & Equipment	2,820	-	2,820
Countywide	800 MHz County	1,235,777	-	1,235,777
E&EA	CEP-EEA EDMS-Northwoods Project	120,067	-	120,067
Information Technology	Innovation Fund	50,100	-	50,100
Information Technology	CEP - REMS	332,534	-	332,534
OMB Div Admin	QRP Support/Software	28,999	-	28,999
Parks	General Support - consulting	50,183	-	50,183
Parks	SEP grant	20,360	40,000	(19,640)
Parks	LB Warning Sirens	51,449	25,231	26,218
PD Admin	Administrative/Consulting	20,000	-	20,000
PD Admin	So Dakota Cty Collaborative	7,684	25,000	(17,316)
Property Taxation and Records	CEP-Election Equipment	411,000	411,000	-
Property Taxation and Records	CEP-Election Equipment	521,500	106,815	414,685
Public Health	CEP - New Position Allocation	23,103	-	23,103
Sheriff	Jail Management System - CEP	439,508	-	439,508
Social Services	Youth Housing Dev Set-Aside	50,000	-	50,000
Survey	Section Corners Reports	9,320	-	9,320
Transportation	Maps	25,000	-	25,000
Transportation	General Support - Travel Demand Model	142,585	-	142,585
Water Resources	Blue Thumb Raingarden	8,000	8,000	-
Water Resources	River Crossing Signs	2,306	2,306	-
Water Resources	Water Appr & Tracking System	10,000	10,000	-
Water Resources	Surface/GW Project	22,000	11,000	11,000
Water Resources	WHEP Funding	1,575	1,575	-
Water Resources	HANS II	25,921	25,921	-
Water Resources	Mapping Groundwater		19,045	(19,045)
Water Resources	HANS III	289,036	289,036	-
Water Resources	Spring Lake & Lower Vermillion	43,060	45,960	(2,900)
Water Resources	FEMA Floodplain Remapping	516	516	-

Projects (operations) planned to have been started and completed in 2008, which

were started but not completed **4,061,339** **1,021,405** **3,039,934**

Attorney	Crime Victim Service Grant	8,703	8,703	-
Community Corrections	JDAI 00577 Grant	66,111	66,111	-
Extension	On The Move Grant	989	989	-
E&EA Workforce Services	St Disloc Wrkr PY 08	131,763	151,701	(19,938)
E&EA Workforce Services	Disloc Wrkr Fed PY08	(34,693)	(56,497)	21,804
E&EA Workforce Services	MN Youth Prog (MYP) PY 09	6,980	9,167	(2,187)
E&EA Workforce Services	WIA Adult PY 07	27,774	40,289	(12,515)
E&EA Workforce Services	Project Gate III	(21,471)	(23,855)	2,384
E&EA Workforce Services	MFIP Innovation Grant 2007	(15,964)	(20,917)	4,953
E&EA Workforce Services	MFIP 2008	(9,606)	(11,250)	1,644
E&EA Workforce Services	Supported Work 07-08	54,497	54,673	(176)
E&EA Workforce Services	DCPI 2008	82,797	97,410	(14,613)
E&EA Workforce Services	Travel Tags	(1,350)	2,138	(3,488)
E&EA Workforce Services	Diversionary Work Prog-2008	(36,000)	13,587	(49,587)
Office of Planning/Analysis	BCBS Active Living MN Phase II Grant	84,104	103,672	(19,568)
OMB Div Admin/CJIN	CJIN COPS Technology	222,134	222,134	-
OMS	UASI - 2007 CEP	316,789	316,789	-
OMS	UASI - 2007	292,736	292,736	-

OMS	UASI - 2006 CEP	172,075	172,075	-
OMS	UASI - 2006	25,917	80,305	(54,388)
OMS	Metro Region 2006 CEP	326,055	326,055	-
OMS	Metro Region 2006	23,407	23,781	(324)
Property Taxation & Records	HAVA Election Equipment	214,405	-	214,405
Public Health	Tobacco Grant	14,621	14,621	-
Public Health	Pertussis Grant	21,531	21,531	-
Public Health	STI Grant	1,795	1,795	-
Public Health	MRC Grant	6,420	6,420	-
Public Health	Follow Along Grant	3,626	3,626	-
Public Health	Ucare Grant	33,341	33,341	-
Public Health	Ucare Grant 2	37,165	37,165	-
Public Health	Fellowship Project Grant	30,613	30,613	-
Sheriff	Alcohol Compliance Fund	4,193	-	4,193
Social Services	Child MH Respite Grant	17,023	17,023	-
Social Services	CMHC LCTS County	124,193	124,193	-
Social Services	Path Homeless Services	13,129	13,129	-

Unspent grant proceeds which will otherwise have to be returned to the granting

agency		2,218,420	2,173,253	45,167
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Public Health	CHC Memorial	1,081	1,081	-
Sheriff	911 funds - CEP/Other less reconciliation	244,056	-	244,056

Spending authority was authorized too late in the year to allow for completion		245,137	1,081	244,056
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Countywide	Dakota Healthy Families FB adjustment	133,749	-	133,749
Fleet - Others	CEP	20,000	-	20,000
Fleet - Parks	CEP	358,299	258,251	100,048
Fleet - Transportation	CEP	148,590	-	148,590
Maintenance Fund	Electrical Maintenance	35,078	-	35,078
Maintenance Fund	Elevator Service	(4,925)	-	(4,925)
Maintenance Fund	Exterior Building Repairs	33,045	-	33,045
Maintenance Fund	Fire Alarm System Maint	11,809	-	11,809
Maintenance Fund	Locksmith Svcs	(6,589)	-	(6,589)
Maintenance Fund	HVAC	6,378	-	6,378
Maintenance Fund	Door Maintenance	(1,865)	-	(1,865)
Maintenance Fund	Painting	29,929	-	29,929
Maintenance Fund	Parking Lots and Walks	2,430	-	2,430
Maintenance Fund	Signage	(4,486)	-	(4,486)
Maintenance Fund	Roof Repair	(32,680)	-	(32,680)
Maintenance Fund	Flooring Install/Repl/Rep	12,254	-	12,254
Maintenance Fund	Other Contracted Svcs	25,751	-	25,751
Maintenance Fund	Plumbing	16,628	-	16,628
Maintenance Fund	Security Access Systems	(12,239)	-	(12,239)
Maintenance Fund	Kitchen/Vending Equip Rep	4,000	-	4,000
Maintenance Fund	Turnarounds	(8,160)	-	(8,160)
Maintenance Fund	Landscape Improvements	55,751	-	55,751
Maintenance Fund	Electrical Parts/Supplies	(9,845)	-	(9,845)
Maintenance Fund	Machinery & Equip Rental	2,000	-	2,000
Parks	CEP	1,240	1,240	-
Public Health	Dakota Healthy Families FB adjustment	36,513	-	36,513
Public Health	Core Funding	44,167	-	44,167
Sheriff	Canteen Fund balance	131,797	-	131,797
Transportation-CEP	CEP	3,941	-	3,941
Water Resources	CEP	3,160	-	3,160

Other County Board Approved		1,035,720	259,491	776,229
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8.1 Authorization To Upgrade County Telecommunications System

WHEREAS, the Dakota County telecommunications network is essential to the conduct of County business; and

WHEREAS, software used as a part of the telecommunications system will become unsupported by the vendor in July 2009; and

WHEREAS, software and associated hardware to upgrade the system and maintain support is available from the current telecommunications software vendor, Collins Communications; and

WHEREAS, it is necessary to obtain this needed software and associated hardware upgrades from Collins Communications as a sole source in order to avoid multiple maintenance contractors for different parts of the integrated system and to ensure the continued maintenance of the County's entire telecommunications system by Collins Communications for the remainder of its maintenance contract; and

WHEREAS, funding is available from the Information Technology Capitol Equipment Program.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Information Technology Director to purchase telecommunications equipment and software upgrades from Collins Communications, at a total cost not to exceed \$95,000.

9.1 Third Amended And Restated Agreement Creating Metropolitan Library Service Agency

WHEREAS, Dakota County participates in the Metropolitan Library Service Agency (MELSA) under terms established in a joint powers agreement; and

WHEREAS, the Governing Board of MELSA has proposed a Third Amended and Restated Agreement Creating Metropolitan Library Service Agency; and

WHEREAS, the Dakota County Library Board has reviewed the Third Amended and Restated Agreement Creating Metropolitan Library Service Agency at its October 9, 2008 meeting and adopted a resolution requesting approval by the Dakota County Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes approval of the Third Amended and Restated Agreement Creating Metropolitan Library Service Agency; and

BE IT FURTHER RESOLVED, That the Chair of the Dakota County Board of Commissioners be authorized to sign the Third Amended and Restated Agreement Creating Metropolitan Library Service Agency for and on behalf of the Dakota County Board.

The following item was for information only: Item 7.2 – Review Of Annual Diversity Report For 2008.

REGULAR AGENDA

- 10.1 Status Report On Public Art Citizen Advisory Committee.** Deputy Director of Public Services and Revenue Jean Erickson and Leonard Nachman, Chair of the Citizen Advisory Committee introduced this item and reviewed work completed by the committee and work planned for the upcoming year. This item was for information only; no action was requested.

- 11.1 Quarterly Update On 2009 Annual Board Goals.** Assistant to the County Administrator Lisa Henning introduced this item and provided an overview. Physical Development Division Director Lynn Thompson, Assistant to the Operations, Management and Budget Director Karen Harrington, Communications Director Gail Plewacki, Community Services Division Director Dave Rooney, Financial Services Director Matt Smith, and County Sheriff Don Gudmundson provided updates on various 2009 Board Goals and responded to questions of the Committee. Assistant to the County Administrator Lisa Henning concluded the briefing and discussed the next steps. This item was for information only; no action was taken.
- 12.1 Review Of Financial Implications Of HF 2020.** County Administrator Brandt Richardson introduced this item and gave an overview of the bill which includes eight articles relating to county revenue, mandate reductions, truth-in-taxation hearing requirements, property tax, aids and credits, seasonal revenue and miscellaneous. Mr. Richardson presented information on the financial implications of Article 1, which contains provisions authorizing counties to levy a sales tax. Following discussion, the following action took place.

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

BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the County Board Chair to sign a letter to the legislative delegation and the authors of the legislation expressing strong opposition opposing to the provisions of House File 2020 that authorize counties to levy a one-half cent sales tax, subject to a reverse referendum, and provide for a reduction in County Program Aid.

- 12. County Administrator's Report.** County Administrator Brandt Richardson provided an update on the status of the comprehensive plan, which has been forwarded to the full Metropolitan Council for review. Staff provided a draft agenda for a meeting with Congressman Kline scheduled for April 14, 2009. Emergency Preparedness Director David Gisch requested direction from the Committee regarding selection of a city in Dakota County to participate in an Incident Emergency Management Course (IEMC) with Dakota County. It was the consensus of the Committee that the City of Eagan will be invited to participate in the IEMC.
- 13. Adjournment.** The Chair adjourned the meeting at 2:20 p.m.

Respectfully submitted,

Kelly D. Olson
Senior Administrative Coordinator to the Board