

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

Meeting Minutes

May 4, 2010

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

1. **Call To Order And Roll Call.** Commissioner Nancy Schouweiler, Chair of the Administration/Finance/Policy (AFP) Committee of the Whole, called the meeting to order at 10:35 a.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
Karen Schaffer, County Attorney's Office
Kelly Olson, Sr. Administrative Coordinator

2. **Audience.** Commissioner Schouweiler 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 Workman, seconded by Commissioner Harris, the agenda was approved.
4. **Introduction Of New Employees.** There were no employee introductions.

CONSENT AGENDA

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

5. **Approval Of Minutes** of meeting held on April 6, 2010.
- 6.1 **Dakota County 800 Mhz Welch Radio Site Status Update.** This item was for information only; no action was requested.
- 7.1 **Quarterly Update On 2010 Annual Board Goals.** Assistant to Operations, Management and Budget Director Karen Harrington and members of the Senior Management Team presented this item. This item was for information only; no action as requested.
- 8.1 **Authorization To Amend 2010 CJIIN Budget To Add 1.0 FTE For Dakota County Law Enforcement Agency Records Management System Support And Update On CJIIN.** CJIIN Manager Mary Cerkenik, CJIIN Project Lead Dawn Thongsavath, and Mendota Heights Police Chief Mike Aschenbrener provided the CJIIN Update and Ms. Cerkenik presented the Authorization To Amend 2010 CJIIN Budget To Add 1.0 FTE For Dakota County Law Enforcement Agency Records Management System Support.

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

WHEREAS, the Dakota County Board of Commissioners supports the effort of law enforcement agencies in the county to upgrade their Records Management Systems for the storage, retrieval, retention, archiving, analyzing, and viewing of law enforcement data; and

WHEREAS, Dakota County and its participating cities wish to cooperatively engage in the acquisition, deployment, and ownership of a Records Management System (RMS) to be utilized by the participants for the mutual benefit of all; and

WHEREAS, the County and the participating cities intend to work cooperatively to improve the management of public safety and law enforcement information for participating Dakota County communities; and

WHEREAS, the County and the participating cities have signed a joint powers agreement (JPA) delegating certain responsibilities to the CJIIN Office for the support of the RMS; and

WHEREAS, the costs associated with support will be provided from participating JPA agencies in an amount to support the FTE expense, based on the cost allocation formula included in the JPA and will continue only so long as revenues are provided by the participating agencies; and

WHEREAS, the Dakota County Board of Commissioners supports the hiring of one FTE position to assist the CJIIN Office in meeting its obligations to support the multijurisdictional police records management system.

NOW, THEREFORE, BE IT RESOLVED, That the 2010 CJIIN Office budget is hereby amended as follows:

Expense:

1.0 FTE Systems Analyst (6 months)	
Salary	\$28,026
Health Insurance	9,312
FICA	2,144
PERA	1,892
Other benefits	154
Staff training	210
Office supplies	500
County Wide Indirect	4,046
Total Expense	\$46,284

Revenue:

Reimbursement from JPA Agencies	\$46,284
Total Revenue	\$46,284

8.2 Request For Approval Of Burnhaven Library Renovation Design Development. Senior Project Manager Steve Saienga introduced Mike Cox and Tyler Kavanaugh, Wold Architects, to present this item.

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

WHEREAS, the 2010 – 2014 Building Capital Improvement Program (CIP) authorized the renovation of the Burnhaven Library to include adding the Burnsville License Center to the building, with a project budget of \$2,422,000; and

WHEREAS, the project will improve patron and staff accessibility and use of the library; and

WHEREAS, Dakota County staff have worked with Wold Architects and Engineers to complete a Design Development Plan for the Burnhaven Library Renovation Project.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the Design Development Plan for the Burnhaven Library as presented at the Administration/Finance/Policy Committee of the Whole meeting on May 4, 2010.

- 8.3 Authorization To Proceed With Security Upgrades For Juvenile Services And Law Enforcement Centers.** Principal Project Management Consultant Tom Burrows introduced Mike Cox and Joel Dunning, Wold Architects to present this item.

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

WHEREAS, the electronic security systems in the Juvenile Services and Law Enforcement Centers are ten years old, reaching the end of their useful lives, and becoming increasingly difficult to repair and maintain; and

WHEREAS, the project goal is to replace or upgrade critical security systems prior to failure; and

WHEREAS, Wold Architects, along with Latta Technical Services, was awarded the security consulting contract on October 20, 2009, to study existing security systems, make recommendations for improvements, and complete the design and specifications for all system improvements; and

WHEREAS, the consultant has completed review of all security systems and prepared the final report, which includes recommendations and estimated costs to upgrade the various security systems in each building; and

WHEREAS, the report and recommendations have been reviewed by the County project team to ensure that all security needs are being addressed for both buildings; and

WHEREAS, based upon operational needs and the condition of existing systems, the Sheriff's Office and Community Corrections Department have prioritized their recommendations for scheduling upgrades by project year; and

WHEREAS, based upon the current conditions of each security system and consultant recommendations, staff recommend that the design be completed for all security systems and upgrades to the following systems be completed in 2010:

Law Enforcement Center	Camera, Duress and Video Visitation Systems
Juvenile Services Center	Central Control Panel

; and

WHEREAS, funding in the amount of \$365,900 is available in the 2010 project budget to address these needs.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioner hereby authorizes project staff to proceed with the design phase, specifications, and bidding for security system upgrades for the Law Enforcement and Juvenile Services Centers, based upon the Security Report and recommendations prepared by Wold Architects.

- 9.1 Integrated Emergency Management Course After Action Report.** Emergency Services Coordinator David Gisch presented this item. This item was for information only; no action was requested.
- 11. County Administrator's Report.** The County Administrator's report followed and included notice of a briefing on Prairie Island Nuclear Plant by the Nuclear Regulatory Commission; discussion on a

potential joint meeting with the Minnesota Valley Transit Authority; an update on legislation related the Burnsville License Center; and update on hiring process of ICMA fellows.

10. **Adjournment.** On a motion by Commissioner Egan, seconded by Commissioner Gaylord, the meeting was adjourned at 12:26 p.m.

Respectfully submitted,

Kelly D. Olson
Senior Administrative Coordinator to the Board