

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

Meeting Minutes

November 2, 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 1:03 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
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 Egan, seconded by Commissioner Workman, the agenda was approved.
4. **Introduction Of New Employees.** There were no new employee introductions.

CONSENT AGENDA

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

5. **Approval Of Minutes** of meeting held on October 12, 2010.
- 6.1 **Revised List of 2011 Annual Strategic Board Priorities (Formerly Goals).** This item was on the agenda for information only.
- 6.2 **Consideration Of Proposed Amendments To Policy No. 1015, Citizen Advisory Committee Membership**

BE IT RESOLVED, That the Dakota County Board of Commissioners hereby amends Policy No. 1015, Citizen Advisory Committee Membership, as presented to the Administration/Finance/Policy Committee of the Whole on November 2, 2010; and

BE IT FURTHER RESOLVED, That staff is hereby directed to amend the County Policies and Procedures Manual and the County Board Operating Rules & Guidelines to include these amendments.

6.3 Adoption of Amended 2011 Unclassified Merit Compensation Policy And Plan Provisions

WHEREAS, market competitive compensation and pay policy administration are essential to effective and efficient government; and

WHEREAS, Unclassified Merit Compensation Policy and Plan provisions need to be amended for application in 2011.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby adopts the following provisions for inclusion in the 2011 Unclassified Merit Compensation Policy and Plan:

- The 2011 Pay Equity Compensation Structure is unchanged from 2010; and
- The 2011 Merit Matrix is set at 1% base adjustment for the performance categories of Role Model, Achiever and Contributor; and
- Unclassified employees shall receive \$400 lump sum medical plan incentive payment in January 2011; and
- Language implementing the salary freeze of 2010 is removed and replaced with the compensation adjustment language from the 2009 Plan; and

BE IT FURTHER RESOLVED, That participating employees' 2011 salaries shall be established in the context of and consistent with these provisions; and

BE IT FURTHER RESOLVED, That the Employee Relations Director is hereby authorized to update, edit and amend the 2010 Unclassified Merit Compensation Policy and Plan document consistent with the above-referenced 2011 provisions.

REGULAR AGENDA

7.1 Update On Dakota County Energy Policy Work. Environment and Natural Resources Director Michelle Beeman and Operations Manager Taud Hoopingarner presented this item. This item was for information only; no action was requested.,

8.1 Adoption Of Energy Audit Report And Implementation Of Energy Conservation Measures. Principal Project Management Consultant Tom Burrows introduced Consultants James Miller and Peter Dahl, Sebesta Blomberg to present this item.

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

WHEREAS, Dakota County has a long record of conserving energy and reducing costs relating to operation of County buildings; and

WHEREAS, in 2009, the County established a target of reducing greenhouse gas emissions from County buildings by 10% by 2015; and

WHEREAS, Energy Audits for County buildings was approved by the County Board and subsequently funded in part by the Federal Recovery Act (ARRA); and

WHEREAS, the primary objective of the energy audits is to identify capital system improvements, building operating procedures, and employee behaviors or actions that will reduce County energy use and achieve 10% reduction in greenhouse gas (GHG) emissions; and

WHEREAS, the consultant work for the energy audits was awarded to Sebesta on March 16, 2010; and

WHEREAS, a detailed energy use study was completed that included inspections of 24 buildings; and

WHEREAS, the report recommends implementation of 201 capital energy conservation measures at a capital investment of \$1.5 million; and

WHEREAS, anticipated annual cost savings from implementing the 201 measures is \$225,000, with a simple payback of less than 7 years and a reduction of GHG emissions of 12%; and

WHEREAS, the final report has been reviewed by County staff and staff recommends that the report be adopted and authorization be granted to implement the recommendations from the Energy Audit Report for County buildings.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby accepts the report "Energy Audit Report for County Buildings" dated October 18, 2010; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby directs its staff to implement the recommendations respecting County operations contained in said report; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby directs that implementation of capital recommendations contained in said report be implemented through the annual Capital Improvement Plan and budget process.

- 9.1 **Authorization To Share Costs For Defending Complex Property Tax Petitions.** County Assessor Bill Peterson presented this item and responded to questions from Committee members. Following discussion, staff was directed to communicate with elected officials in jurisdictions that may be impacted by this authorization and the item was tabled until such time as the communication is complete.
11. **County Administrator's Report.** The County Administrator had no report.
10. **Adjournment.** On a motion by Commissioner Harris, seconded by Commissioner Gaylord, the meeting was adjourned at 2:22 p.m.

Respectfully submitted,

Kelly D. Olson
Senior Administrative Coordinator to the Board