

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

Meeting Minutes

November 1, 2011

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

1. **Call To Order And Roll Call.** Commissioner Kathleen Gaylord, Chair of the Administration/Finance/Policy (AFP) Committee of the Whole, called the meeting to order at 10:52 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 Gaylord 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 Harris, the agenda was approved with the following addition:

Item 6.4 – Update On Proposed Policy Amendments.
4. **Introduction Of New Employees.** David Miland, Information Technology Manager, introduced Dave Jorissen, Systems Administrator. Ken Harrington, Facilities Manager, introduced John McGree, Building Services Technician, and Laura Horner, GreenCorps Member.

CONSENT AGENDA

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

5. **Approval Of Minutes** of meeting held on October 4, 2011.

REGULAR AGENDA

- 6.1 **Quarter Three Status Update on 2011 Strategic Board Priorities.** Catherine Durham, Assistant to the County Administrator, and members of the Senior Management Team presented this item. This item was for information only; no action was requested.
- 6.2 **Draft 2012 Board Priorities.** Catherine Durham and members of the Senior Management Team presented this item. This item was for information only; no action was requested.
- 6.3 **Board Advisory Committee Discussion.** Debra Miller, Management Analyst, presented this item. This item was for information only; no action was requested.
- 6.4 **Update On Proposed Policy Revisions.** Nancy Hohbach, Interim Employee Relations Director, presented this item. This item was for information only; no action was requested.

7.5 Seek County Board Direction And Authorization To Execute Joint Powers Agreement With City Of Hastings For Fleet Services. Taud Hoopingarner, Operations Manager, presented this item. Police Chief Paul Schnell, City of Hastings, also provided comments.

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

WHEREAS, the City of Hastings Police Chief approached the Dakota County Operations Management Director about receiving fleet management services for the Hasting Police Department's 25 vehicles in an effort to reduce their operating costs and improve the service level and condition of their fleet of vehicles; and

WHEREAS, the Dakota County Board of Commissioners and the City of Hastings support opportunities to share resources for the benefit of their constituents; and

WHEREAS, Dakota County has existing fleet shop space and the skill sets to provide these services; and

WHEREAS, Dakota County will use part of the labor revenue generated to hire a 1.0 FTE Special Limited Term Temporary fleet technician; and

WHEREAS, Dakota County will use the remaining labor revenue to cover other fleet staffing issues through overtime on an as needed approved basis; and

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the County Administrator to execute a one-year Joint Powers Agreement with the City of Hastings Police Department, for Fleet Management Services, effective January 1, 2012 through December 31, 2012, subject to approval by the County Attorney's Office as to form.

7.4 Federal Legislative Program Update. Heidi Welsh, Office of Planning and Analysis Manger, introduced Dennis McGrann, Lockridge Grindal Nauen, to present this item. This item was for information only; no action was requested.

7.3 Authorization To Execute Contract With Lockridge Grindal Nauen For Federal Legislative Services. Heidi Welsch presented this item.

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

WHEREAS, it is in the interest of the citizens of Dakota County that the Board of Commissioners participate in federal legislative and administrative processes to assure that County interests are considered in the adoption of federal legislation and rules and awarding of federal grants; and

WHEREAS, since 1988, the Board of Commissioners has contracted for federal legislative services and support in working with executive agencies that has resulted in benefits to Dakota County, including necessary waivers to provide innovative services, authorizations and appropriations for critical projects, and federal grants; and

WHEREAS, the Board of Commissioners desires to contract for federal intergovernmental relations services for work with the legislative and executive branches of the federal government during the calendar year 2012, and the recommended 2012 budget includes funds for this purpose; and

WHEREAS, the Lockridge Grindal Nauen Federal Relations Group has provided federal intergovernmental relations services on behalf of Dakota County since 2002 and has submitted a proposal to continue to provide such services.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the County Administrator to execute a contract with Lockridge Grindal Nauen (Federal Relations Group) for federal intergovernmental services, for the period January 1, 2012, through

December 31, 2012, in the amount of \$64,311, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the County Administrator is authorized to execute two additional one-year renewal terms, in the amount of \$65,597 for 2013 and \$66,909 for 2014, provided that that the County and Lockridge Grindal Nauen both agree, that Lockridge Grindal Nauen has satisfactorily performed the services during the prior term, that funds are included in the County budget, and that the County Attorney has approved the renewal term as to form; and

BE IT FURTHER RESOLVED, That the federal intergovernmental relations services provided to Dakota County shall include a continuing focus on the authorization and appropriation of funds to meet the transportation needs and interests of Dakota County; directed appropriations requests; health, human services, public safety, and workforce issues of interest to the Board of Commissioners; and other issues as identified in the Board's approved 2012 federal legislative program.

7.1 Adoption Of 2012 Legislative Program Recommendations. Heidi Welsch presented this item.

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

WHEREAS, the Minnesota Legislature will convene its 2012 session on January 24, 2012; and

WHEREAS, the interests of Dakota County and its citizens will be directly affected by the decisions of the 2012 Legislature; and

WHEREAS, at its meeting on November 1, 2011, the Administration/Finance/Policy Committee of the Whole reviewed and recommended initiatives for inclusion in the 2012 Legislative Program, as follows:

- 1) Re-balance in the state-local partnership
- 2) Equity in community corrections funding
- 3) Provide stable funding for Family Home Visiting
- 4) Support investment in the public health infrastructure
- 5) Support Outdoor Heritage funding for Riparian/Lakeshore Buffers initiative
- 6) Support parks capital investment funding through the Metropolitan Council
- 7) Data Practices Act amendment for real estate appraisals
- 8) Revision of speed limit legislation for bus shoulder applications
- 9) Revise language of bond legislation for Cedar BRT to provide flexibility in use of funds
- 10) Minnesota e-Health Initiative
- 11) Bonding requests
 - a) Trail bridge over the Cannon River
 - b) Lake Byllesby Dam spillway capacity upgrade
 - c) Regional Morgue

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the initiatives as presented to the Administration/Finance/Policy Committee of the Whole on November 1, 2011, for inclusion in the 2012 Dakota County legislative program; and

BE IT FURTHER RESOLVED, That the Board of Commissioners continues to support positions of organizations on which Commissioners are appointed to represent the interests of Dakota County; and

BE IT FURTHER RESOLVED, That staff is directed to prepare the Legislative Program for presentation and discussion with the Dakota County Legislative Delegation.

7.2 Findings Of Legislative Workgroup Regarding Contract Lobbyist Proposals. Heidi Welsh presented this item. This item was for information only; no action was requested.

7.6 Ratification Of Print Management Professional Services Contract With MHC Associates, Inc., Burnsville, Minnesota. Taud Hoopingartner presented this item.

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

WHEREAS, County staff solicited proposals for Broker Print Management Services on June 16, 2011 for the Hastings Government Center, Western Service Center and Northern service Center; and

WHEREAS, responses were received from MHC Associates, Inc. and Jerry's Enterprises, Inc. dba Great Rivers Printing on June 30, 2011; and

WHEREAS, the selection of MHC Associates, Inc. offered the best value for replacing duplicating and print services for the County; and

WHEREAS, the Operations Management Director entered into a contract for professional services at a fixed rate of \$24,000 per year for four one-years terms plus 22% markup on all copy and printed material managed by the contractor, renewal terms subject to acceptable performance in the prior term, commencing October 1, 2011; and

WHEREAS, MHC Associates, Inc. is required to seek competitive printing proposals as required by County Board Resolution No. 11-240.

NOW, THEREFORE BE IT RESOLVED, That the Dakota County Board of Commissioners hereby ratifies execution of the contract and first amendment of the contract with MHC Associates, Inc., for professional print brokerage services, for the period October 1, 2011, through September 30, 2012, at an annual fee of \$24,000 plus 22% markup on all successfully brokered copy and printed materials, and for three one-year renewal terms at the same compensation, provided that the County and MHC Associates, Inc. both agree, that MHC Associates has satisfactorily performed the services in the prior term, that funds are included in the County budget, and that the County Attorney has approved the renewal terms as to form.

- 8. County Administrator's Report.** The County Administrator had no report.
- 9. Adjournment.** On a motion by Commissioner Workman, seconded by Commissioner Branning, the meeting was adjourned at 1:06 p.m.

Respectfully submitted,

Kelly D. Olson
Senior Administrative Coordinator to the Board