

**TUESDAY, SEPTEMBER 12, 2017**

**APPROVED MINUTES OF THE  
COMMITTEE OF THE WHOLE MEETING HELD**

**STATE OF MINNESOTA)  
COUNTY OF DODGE)**

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2017-15 C.O.W.**

The Dodge County Commissioners met in Committee of the Whole September 12, 2017, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:00 a.m. CDT. Chair Tim Tjosaas opened the meeting at 9:01 a.m. CDT.

Meeting Convened

The Chair acknowledged those present:

Those Present

Members present: John Allen District #1  
Tim Tjosaas District #2  
Rodney Peterson District #3  
Rhonda Toquam District #4  
David Kenworthy District #5

Members absent: None

Also present: Jim Elmquist County Administrator  
Becky Lubahn Deputy Clerk  
Lisa Kramer Finance Director  
Paul Kiltinen County Attorney

Finance Director Lisa Kramer provided the Board with a quarterly Investment Committee update.

Quarterly Investment  
Committee Update

Ms. Kramer reported per the Dodge County Investment Policy, the investment committee meets quarterly to review the County's investment holdings and other items as they arise. Prior to each meeting an agenda and investment listing will be submitted along with any other documents relating to a current meeting topic.

Included in the Board packet was a CD inventory list as of September 6, 2017.

The Board thanked the Finance Director for the update.

Director of Information Technology Tobey Hicks presented for the Board's consideration a 2018-2019 budget overview.

2018-2019 IT  
Budget Overview

Mr. Hicks reported the Information Technology (IT) budget has increased in 2018 due to the need to purchase replacement laptops in the Sheriff's Office. Some of the Sheriff's laptops were purchased in 2012 and are up for replacement due to the age of the units. These rugged devices cost approximately \$1,000 over the normal cost of other laptops used in Dodge County. There are around 15 laptops that need to be replaced in the Sheriff's Office in 2018.

The Director of Information Technology informed the Board the Mitel phone system which was purchased in 2012 is up for maintenance renewal. IT would like to renew the maintenance agreement on a yearly basis at a cost of \$10,000 per year. For budgeting purposes, IT looked at a few vendors and this seems to be the average cost to keep a VoIP phone system up and running.

It was noted IT is looking at making the phone system virtual for future technology needs. To do this project there will be a one-time cost of \$12,000.

2018-2019 IT  
Budget Overview -  
Continued

Mr. Hicks reported Fairview Care Center has their network run to a box behind the front desk in a supply storage room. Fairview Administrative staff has requested that the network box be moved. Fairview has a closet which IT will be allowed to use to relocate the network box. In order to use this closet, they will need to rewire the building with new data runs to every needed location. The IT Director believes there are approximately 80 runs that are needed. To get this completed, Jane Sheeran and Mr. Hicks have talked about both spending 50% of the total \$27,000. IT has budgeted \$13,500 for this project.

Commissioner Peterson stated he prefers the entire cost of the upgrade come out of the Fairview Care Center budget, not the IT budget.

Commissioner Kenworthy concurred with Mr. Peterson's comment. Mr. Kenworthy felt the expense should come out of the Fairview budget in order to get a true and accurate idea of what it cost to operate the facility.

The Director of Information Technology informed the Board the Xerox Tax System is changing platforms; it is going to cost \$7,500 for IT to get this system running on Windows Servers. Land Records and Finance have already budgeted for this expense in fund balance over the last few years.

Mr. Hicks noted along with this application being removed from the AS400, there is another application they can remove from the AS400, the IFSPI application which is used for receipting. This cost is \$13,200. The county's AS400 is old but they are not planning on replacing it, instead they are trying to get all applications off of it and onto Windows Servers. IT staff checks on a regular basis to see if parts and support are available for the county's AS400, so that if we have failures, it can be repaired. If the county's AS400 is no longer supported, and the county has not moved all applications off of it, we will be able to switch to a hosted solution until we do get everything off the AS400 and onto Windows Servers.

2019 budgeted items were listed as follows:

The Director of Information Technology reported the county has a Windows Server (DODGEVIRT05) that will be five years old and up for replacement. The county replaces computer/servers every five years to keep them up to useable standards; and the failure rate on hardware increases as things get older. The replacement cost for this Windows Server is \$9,000.

Mr. Hicks informed the Board Two Form Factor Authentication is something that has been on and off for the FBI and the Sheriff's Office computers. Right now, this is in a "not needed" status. Since the Sheriff's Office might have to switch to having this to be on the CJDN (Sheriffs Network), the IT Office would like to add this for all Dodge County computers. All Dodge County users would need some sort of Two Form Factor sign ons. The system that IT has looked at is RSA, the estimated cost of this system is \$15,000.

The Board thanked the IT Director for the overview

The Chair adjourned the meeting at 9:26 a.m. CDT.

Meeting Adjourned

**ATTEST:**

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**TIM TJOSAAS**  
**CHAIR, COUNTY BOARD**

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**BECKY LUBAHN**  
**DEPUTY CLERK**

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**DATED:**