TUESDAY, AUGUST 13, 2013

APPROVED MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING HELD

STATE OF MINNESOTA) **COUNTY ADMINISTRATION OFFICE**
DODGE COUNTY) **MANTORVILLE, MN** **2013-15 C.O.W.**

The Dodge County Commissioners met in Committee of the Whole August 13, 2013, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:00 a.m. CDT. Vice Chair David Erickson opened the meeting at 9:03 a.m. CDT.

Meeting Convened

The Vice Chair acknowledged those present:

Those Present

Members present:	John Allen	District #1
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Lyle Tjosaas	District #2
	Rodney Peterson	District #3
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	John McNamara	Wold Architects Partner
	Jim Jensen	Sheriff

County Administrator Jim Elmquist presented for the Board's consideration the fee proposal from Wold Architects for the Kasson-Mantorville Intermediate School/ Courthouse and Annex remodeling.

Fee Agreement with Wold Architects and Engineers for Design Services Reviewed

John McNamara from Wold Architects was in attendance and available to answer questions.

Mr. McNamara informed the Board that Wold Architects appreciated the opportunity to assist Dodge County with the next phase of work for development of the existing Kasson-Mantorville Intermediate School and Courthouse and Annex based on the overall Space Needs Analysis/Master Plan developed for Dodge County.

County Engineer Guy Kohlnhofer and Building Operations Supervisor Roger Friedt arrived to the meeting.

County Engineer & Building Operations Supervisor Arrive at Meeting

Removal of the 1921 old school building was discussed.

Fee Agreement with Wold Architects and Engineers for Design Services Reviewed - Continued

Wold Architects proposes the following scope:

- Advise and provide input regarding the demolition of the 1921 old school building
- Detailed space programming for all departments.
- Detailed fit plans for the Kasson-Mantorville Intermediate School and for the Courthouse and Annex.

Fee Agreement with Wold Architects and Engineers for Design Services Reviewed - Continued

- Meetings with departments to review layouts and adjacencies.
- Final design concept for the Kasson-Mantorville School.
- Detailed cost estimate for approved solutions.

Wold Architects believes this scope of work would complete the Schematic Design for this project, they would then be ready to move into detailed design and construction documents upon approval by the County Board.

Mr. McNamara reported that Wold Architects believes in establishing a fixed fee for each project, this eliminates the potentially negative dialog that often happens regarding extra services. Wold's commitment to Dodge County is to agree on a fixed fee and not request additional fees unless the project changes significantly. Mr. McNamara noted that their all-inclusive fee includes all engineering and consulting services.

Wold Architects is proposing a fixed fee of $67,500 for Schematic Design based on assumed construction cost of $6,000,000.

It was clarified that customary reimbursable expenses would be in addition to this fixed fee and are estimated at $3,500.

Mr. McNamara informed the Board that he anticipates that Wold representatives will need to meet with department heads at least two times a month for the next couple of months to review layouts and adjacencies and the County Board a couple of times before determining the best options for the space available.

Discussion took place on whether or not construction during the winter months would be feasible.

Commissioner Allen stated that winter is a good time to do inside construction projects since companies will be looking for work for their employees during the winter months.

A brief discussion took place regarding space needs.

Commissioner Allen noted that he would like to see the departments come back with reasonable requests for space needs.

Mr. McNamara discussed space needs and the fact that departments also need to take into consideration future space needs when determining how much space their office needs to operate.

Commissioner Erickson commented that he believes they need to first decide who is going into the old Kasson-Mantorville School building and then move forward with determining what each office needs for space from there.

Commissioner Gray reported that he is in favor of moving forward with the agreement with Wold Architects today.

Commissioner Erickson stated that although he feels the Board has enough information to make a decision on who goes where, and the Board needs to make the call on who goes where, he would like all three of the new commissioners present to make that determination.

Fee Agreement with Wold Architects and Engineers for Design Services Reviewed - Continued

It was suggested that a special meeting be held next Tuesday in order to allow all commissioners an opportunity for input on determining which offices will go where and obtain additional input from department heads.

It was agreed that a special meeting agenda will be created for 8:00 a.m. on Tuesday, August 20, 2013 at the Fairview Care Center, Dodge Center, MN to further discuss space needs with John McNamara, if he is available, and to meet with Jane Hardwick and Jim Jensen to discuss their proposed 2014 budgets.

The Vice Chair adjourned the meeting at 9:27 a.m. CDT.

Meeting Adjourned

ATTEST:

DAVID ERICKSON
VICE CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: