

**TUESDAY, AUGUST 20, 2013**

**APPROVED MINUTES OF THE  
COUNTY BOARD OF COMMISSIONERS SPECIAL SESSION HELD**

**STATE OF MINNESOTA)  
DODGE COUNTY)**

**FAIRVIEW CARE CENTER  
DODGE CENTER, MN**

**2013-03 Special**

The Dodge County Board of Commissioners met in special session August 20, 2013, at the Fairview Care Center, Dodge Center, MN, at 8:00 a.m. CDT. David Erickson, Vice Chair called the County Board of Commissioners meeting to order at 8:15 a.m. CDT.

Meeting Convened

The Vice Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	John Allen	District #1
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Lyle Tjosaas	District #2
Also present:	Jim Elmquist	County Administrator
	John McNamara	Wold Architects Partner
	Jim Jensen	Sheriff
	Peggy Espey	Public Health Director

The Board met in special session to discuss potential departmental use of the Kasson-Mantorville Intermediate School in Mantorville.

Department Use of  
K-M Intermediate  
School Space  
Discussed

Commissioner Erickson asked what the Board's feeling was on which offices should be moved over to the Kasson-Mantorville Intermediate School now that the Board has had the opportunity to review the three options that were laid out for them some time ago.

Commissioner Gray stated he believes that the best use of the space would be to move Administration, Finance, Land Records, Environmental Services, and possibly Extension over to the space.

Commissioner Peterson stated that as of today, he supports moving the administrative offices over to the school and keeping the court-related functions in the courthouse for purposes of continuity of services.

Commissioner Allen stated he agrees to the administration option but only if it ensures that enough offices are going over to the new facility to reduce the space concerns in the courthouse.

John McNamara of Wold Architects stated that all three solutions offer just over 20,000 square feet of overall relief.

Commissioner Erickson stated that he sees the administrative offices being relocated to the school as the best option as it would offer the least amount of needed construction changes to the current courthouse. Commissioner Erickson commented he believes that with this input, it looks as if there is an overall consensus going forward.

Design Proposal  
from Wold  
Architects and  
Engineers  
Approved

Mr. McNamara presented for the Board's consideration a proposal for design services for the county's future building project. Mr. McNamara represents Wold Architects who performed the overall space needs analysis over the last few years. The agreement encompasses overall project management for final space programming, determination of a fit plan for the affected buildings, final design development for the K-M Intermediate School and a final budget report for the formal plan. The proposal calls for a fee of \$67,500 which is based on a hypothetical schematic design of a \$6,000,000 project.

There were several questions about overall design and how the buildings could be utilized.

County Administrator Jim Elmquist informed the Board that comments made to him by department heads regarding overall planning is that they hope the overall conceptual design will be done by an Architect.

Motion by Gray second by Peterson to accept the design proposal within the packet as presented by Wold Architects and Engineers. *Motion passed unanimously.*

The Vice Chair recessed the meeting at 8:57 a.m. CDT to convene the Fairview Care Center Board meeting.

Meeting Recessed

The Vice Chair reconvened the meeting at 9:45 a.m. CDT.

Meeting  
Reconvened

Human Services Director Jane Hardwick presented her 2014 budget to the County Board along with Shelly Koen, Fiscal Supervisor. Ms. Hardwick presented her forecasted revenues, expenditures and factors moving into the implementation for a Multi-County Human Service Delivery Authority.

Human Services &  
Veteran Services  
Budget  
Presentations

The Human Services Director also presented for the Board's review the Veteran's Services 2014 budget.

Sheriff Jim Jensen presented the Sheriff, Emergency Management, Coroner and the E911 2014 budgets.

Sheriff, Emergency  
Management,  
Coroner & E911  
Budget  
Presentations

Mr. Jensen provided a memorandum to the Board explaining several items of note within the budget.

The Board had several questions for the Sheriff but mostly in regards to capital items.

Building Operations Supervisor Roger Friedt presented the Central Services 2014 budget and explained the significant items within the budget.

Central Services  
Budget  
Presentation

Motion by Peterson seconded by Gray to adjourn the meeting at 11:45 a.m. CDT. Meeting Adjourned

**ATTEST:**

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DAVID ERICKSON  
VICE CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPUTY CLERK

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DATED: