

TUESDAY, APRIL 14, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-07 C.O.W.

The Dodge County Commissioners met in Committee of the Whole April 14, 2015, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:00 a.m. CDT. Chair John Allen opened the meeting at 9:00 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
	David Erickson	District #4
Members absent:	Steven Gray	District #5
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Duke Harbaugh	Facilities and Fleet Manager

Facilities and Fleet Manger Duke Harbaugh discussed with the Board the main floor Courthouse and MnPrairie move.

Main Floor
Courthouse and
Human Services
Move Discussion

Mr. Harbaugh informed the Board the moving of furniture, files and boxes on the main floor of the Courthouse to the new Government Services Building and MnPrairie furniture, files and boxes to the main floor of the Courthouse was scheduled to be completed May 22-24, 2015. Originally the move was planned to start at 12:00 p.m. on Friday, May 22, 2015 and be completed by 8:00 p.m. Sunday, May 24, 2015. Because this is a holiday weekend two of the three contractors cannot move county offices that weekend. The Facilities and Fleet Manager reported because of this latest development he will ask the Board to table this discussion item during the full Board meeting in order to allow him more time to talk to the contractors and come back to them with additional information at a special meeting which will be held after the Fairview Care Center meeting on Tuesday, April 21, 2015.

Mr. Harbaugh stated requests for proposal were sent out to office moving contractors to include the moving of the office furniture, vertical files, lateral files, book cases, personal boxed items, phones, computers and accessories. Within this proposal they also include boxes, book carts and tagging instruction.

The following proposals were received:

<u>Vendor</u>	<u>Proposal</u>
Schmidt Goodman	\$ 18,773.00
All Furniture Commercial Services	\$ 16,135.00**

**Proposal does not include existing furniture move and set up.

Mr. Harbaugh reported he would like to stay with Schmidt Goodman; they have walked through the entire building and taken measurements, and have worked with the county for a number of years. It was noted the boxes are not included in the Schmidt Goodman proposal and will be an additional cost.

Main Floor
Courthouse and
Human Services
Move Discussion -
Continued

It was pointed out Schmidt Goodman's price won't go up due to their employees working on a holiday weekend; however All Furniture's price will go up if their employees have to work on a holiday weekend.

The Facilities and Fleet Manager informed the Board they are still planning to move on Friday, May 22, 2015. The offices that will be moving will close their windows at noon and begin to pack their offices for the move. The plan is to have the move done by Saturday night.

County Administrator Jim Elmquist informed the Board he fully anticipates there will be frustrations expressed by the public as well as staff on Tuesday morning as the offices try to get resituated into their new office spaces.

Mr. Harbaugh noted he will have the final moving proposal available for the Board to review after the Fairview Care Center meeting on Tuesday, April 21, 2015.

The Facilities and Fleet Manager was asked to provide the Board with an update on the Claremont project.

Claremont Project
Update

Mr. Harbaugh stated there are some foundation wall issues; in addition the project was delayed last week due to the weather. A slurry coat has been applied to the basement walls and will take four days to set up and dry before they can move forward with completing the demolition project.

Commissioner Allen was asked to provide a Building Committee update.

Building Committee
Update

Mr. Allen reported most of the exterior stone work has been completed; contractors were painting upstairs two weeks ago when he visited the site, and the flooring has been installed upstairs.

Mr. Harbaugh was asked to provide a radon update.

Radon Update

The Facilities and Fleet Manager reported radon levels are between 5 ½ - 8 in the whole courthouse basement after the addition of another pipe. Athelon will install another pipe in the lower level of the courthouse at no cost to the county in an effort to try to further reduce radon levels in the lower level of the courthouse.

Mr. Harbaugh noted John McNamara believes the radon levels in the lower level of the courthouse will be further reduced when the new air exchanger is installed during the remodeling project.

A brief discussion took place regarding the retaining wall located on the west side of the courthouse. It was reported the wall will be worked on in 2016 and the county will be required to contribute money towards this project. The county's contribution will be the costs associated with replacing the current chain link fence on the west side of the courthouse with a historically correct fence.

Retaining Wall
Discussion

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

Meeting Adjourned

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: