

TUESDAY, APRIL 21, 2015

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

**STATE OF MINNESOTA)
DODGE COUNTY)**

**FAIRVIEW CARE CENTER
DODGE CENTER, MN**

2015-01 Special

The Dodge County Board of Commissioners met in special session April 21, 2015, at the Fairview Care Center, Dodge Center, MN at 9:30 a.m. CDT. Chair John Allen called the County Board of Commissioners meeting to order at 9:30 a.m. CDT. Meeting Convened

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

Members present: John Allen District #1
Tim Tjosaas District #2
David Erickson District #4
Steven Gray District #5
Members absent: Rodney Peterson District #3
Also present: Jim Elmquist County Administrator
Duke Harbaugh Facilities and Fleet Manager

Motion by Erickson seconded by Tjosaas to approve the agenda as presented. Agenda Approved
Motion adopted unanimously.

Facilities and Fleet Manager Duke Harbaugh met with the Board to discuss his request to approve the proposed Government Services Building elevator rebuild. Government Services Building Elevator Rebuild Approved

Mr. Harbaugh reported the elevator in the Government Services Building was red tagged by the State Elevator Inspector due to noncompliant safety features. The contractors have both been on site and have produced a scope of repair to bring the elevator into compliance with the state regulations. Dodge County received the following two bids to bring elevator into compliance:

Minnesota Elevator, Inc.	\$29,530.00
ThyssenKrupp Elevator Americas	\$25,452.41

The following bids were received to update the elevator cab:

Minnesota Elevator, Inc.	\$9,486.00
ThyssenKrupp Elevator America	\$15,234.72

The Facilities and Fleet Manager is recommending the Board approve the proposal from Minnesota Elevator, Inc. (MEI) at a cost of \$29,530.00. MEI currently performs the county's annual service contract at the courthouse and is familiar with the Government Services Building elevator as they were involved with the original bidding for the budget.

Mr. Harbaugh informed the Board the proposed elevator cab upgrade will modernize the inside of the elevator cab. They plan to replace the elevator wall panels, rails, ceiling and lights to make it more appealing and inviting for the public. The Facilities and Fleet Manager recommended the Board approve MEI to update the elevator cab at a cost of \$9,486.00. This price reflects doing the upgrade while they are there doing the mechanical component replacement. It was noted the price will rise significantly if the county wanted to do this after we are moved in.

Government Services Building Elevator Rebuild Approved - Continued

Motion by Erickson seconded by Tjosaas to approve and authorize Minnesota Elevator to rebuild/upgrade the Government Services Building elevator and cab at a cost of \$39,016. *Motion adopted unanimously.*

The Facilities and Fleet Manager reviewed with the Board plans for the main floor courthouse and MnPrairie move.

Schmidt Good Authorized to Complete Move to Government Services Building and MnPrairie Move

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 is scheduled to be completed May 22- May 24, 2015. The move will start at 12:00 p.m. (noon) on Friday, May 22, 2015 and be completed by 8:00 p.m. Sunday, May 24, 2015. 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.

Proposals Received:

Schmidt Goodman	\$ 18,773.00*
All Furniture Commercial Services	\$ 30,500.00

*Price does not include boxes and tape

Mr. Harbaugh is recommending the County Board approve Schmidt Goodman’s proposal of \$ 18,773.00 to complete the moving of the main floor of courthouse to the new Government Services Building and MnPrairie to the main floor of courthouse. Schmidt Goodman is also coordinating and installing the new furniture in the Government Services Building that was approved at the last Board meeting.

It was pointed out the boxes and tape will be additional cost to Schmidt Goodman’s proposal. The Facilities and Fleet Manager estimates the boxes and tape will cost approximately \$850.00.

Motion by Erickson seconded by Gray to approve and authorize Schmidt Goodman to complete the moving of the main floor of the courthouse to the new Government Services Building and MnPrairie to the main floor of the courthouse at a total cost of \$18,773.00. *Motion adopted unanimously.*

Mr. Harbaugh informed the Board he has been in contact with Kautz Trailer located in Pine Island, MN and has a verbal price on getting a storage trailer to temporarily store the county's surplus furniture.

Trailer Rental for
Surplus Furniture
Storage Approved

Storage costs were listed as follows:

Storage Trailer Monthly	\$130.00
Storage Trailer Transfer Fee (per transfer)	\$100.00

Motion by Erickson seconded by Tjosaas to approve and authorize the Facilities and Fleet Manager to enter into a contract with Kautz Trailer to rent a trailer to temporarily store the country's surplus furniture. *Motion adopted unanimously.*

Motion by Gray seconded by Tjosaas to adjourn the meeting at 9:50 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

ATTEST:

JOHN ALLEN
CHAIR, COUNTY BOARD

JIM ELMQUIST
CLERK

DATED: