

**TUESDAY, JUNE 9, 2015**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2015-11 C.O.W.**

The Dodge County Commissioners met in Committee of the Whole June 9, 2015, in the Commissioner's Room at the Dodge County Government Services Building, 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
	Steven Gray	District #5
Members absent:	None	
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Duke Harbaugh	Facilities and Fleet Manager

Facilities and Fleet Manger Duke Harbaugh shared the following construction update with the Board.

Construction Update

Work has begun on the punch list created by Ihor Panchenko and Emma Survis, Wold Architects and Engineers. Both Mr. Panchenko and Ms. Survis spent Friday, May 22, 2015 at the Government Services Building walking through and creating a punch list of deficiencies and blemishes they saw within the building. Mr. Panchenko and Ms. Survis will complete an exterior punch list once the work is closer to being completed. The two then compiled all of their findings into a 100-page punch list document. The punch list was then sent to Alvin E. Benike, Inc. - Scott Marshall and Levi Kaiser who then went through and posted the punch list pertaining to each office/area for the contractors to come through and complete their deficiency. When each contractor completes their item they initial the document that is in the area and move on to the next area. The Contractors have up to sixty days to complete the punch list per the contract. Both Mr. Kaiser and Mr. Marshall feel confident the punch list will be completed within three weeks. Once the punch list is complete, Mr. Panchenko and Ms. Survis will once again come back to the Government Services Building to do another walk through to check that contractors fulfilled their duties.

Mr. Harbaugh noted it has been asked that any work with chemicals or dust be done during non-business hours. There will be contractors in the Government Services Building during the day and Building Operations will limit the amount of work they do around the employees of the building for environmental purposes. When the contractors work during nonbusiness hours Scott Marshall from Alvin E. Benike will be onsite with them.

The following timeline information was shared with the Board:

**Saturday, May 30, 2015**Construction Update  
- Continued

Ford Metro was on site working on the base for the glass railing on the main staircase and caulking.

**Monday, June 1, 2015**

- Ryan Electric was here washing lens covers, hooking up exterior lights, replacing burnt out lamps and installing floor covers.
- Sorenson & Sorenson Painting was here in the early evening hours patching and painting walls on the first floor.
- Schwickerts was installing roof caps and down spouts.
- Ford Metro was here in the early evening installing the broken glass panel in the Environmental Quality Planning & Zoning conference room and installing glass in a couple wood doors.
- Alvin E. Benike was here and working on doors and hardware.

**Tuesday, June 2, 2015**

- Alvin E. Benike was on site working to complete their punch list obligations.
- Ford Metro was here working on the punch list pertaining to glass.
- Hiller's was working to complete punch list items pertaining to the carpet and vinyl base trim as well as carpeting the future temporary jury room.

**Wednesday, June 3, 2015**

- Palmer Soderberg was here replacing ceiling tile per the punch list.

The Facilities and Fleet Manager reported the work on the exterior is moving along. There are some pieces that are on back order and Alvin E. Benike is doing their best to put temporary finishes on until they receive the material needed to finish. The retaining wall has been completed and the remaining curbing has been poured allowing a final grade to the parking lot. S.L. Contracting has started to grade out black dirt in preparation for sod. Ryan Electric is working to get the flag pole lighting installed. Schwickerts has some roof caps and down spouts still to be put in place. Alvin E. Benike has been trying to replicate the leak we experienced and it is thought to be a through wall flashing issue on the old brick wall extending above the "old" roof. They are exploring all possibilities before they move forward with proposing a repair of any sort.

**Lower Level Annex Remodel**

Work began in the lower level of the Annex on May 26, 2015. Work started with Ryan electric cutting the electricity and putting in temporary electrical panels followed by Benike demoing walls. There has been substantial progress in the demoing and there looks to be reconstruction starting the week of June 8, 2015 with walls starting to be framed wires pulled and sheet rock hung.

Benike stated they are on track with the completion date of July 17, 2015 and the movement of Administration to the Government Services Building a week late did not set them back a week. Maintenance is working with Schmidt Goodman on a furniture order for the lower level and will get the cost for the next Board Meeting.

Construction Update  
- Continued

Mr. Harbaugh informed the Board that recently he has had several members of the public compliment him on the appearance of the Government Services Building.

Commissioner Erickson reported the employees he's talked to are happy with the changes.

It was the Facilities and Fleet Manager's opinion the community and employees are happy with the building.

Commissioner Erickson commended the work of Mr. Harbaugh and the IT staff with the move to the Government Services Building.

Mr. Erickson noted there is still quite a bit of the punch list work to do and that they should be done with the inside punch list by the end of next week.

Commissioner Erickson asked the Facilities and Fleet Manager to comment on the Government Services Building roof issue.

Mr. Harbaugh stated downspouts have been installed to address the leaking roof issue. Also noted was the county should get 2-5 years out of the existing roof before it will have to be replaced.

The County Administrator informed the Board \$60,000 has been budgeted for roof repairs to the Government Services Building.

Commissioner Gray shared with the Board and Mr. Harbaugh concerns he has regarding landscaping around the Government Services Building.

The Facilities and Fleet Manager informed the Board he is working on signage for the buildings.

Commissioner Allen thanked Mr. Harbaugh for the update.

Mr. Allen reported the Government Services Building parking lot will receive a second lift when the landscaping is done.

The County Administrator included the following information in the Board packet:

Building  
Construction Update

1. **Government Services Building (GSB) Completion/Human Services Move** – Completed May 22, 2015.

- Building  
Construction Update  
– Continued
- a. Punch list included several items. Contractor has 60 days to complete the punchlist for the GSB per contract but Benike's belief is they will have completed this within a few weeks.
  - b. Department Heads will walk through the first stage of the project and discuss what went well, what challenges were evident, what they should look for in additional phases, and what the county should ensure is addressed for the GSB in the future.
  - c. The move with Schmidt Goodman went well - they were efficient, flexible, and easy to work with.
  - d. IT movement of technology to the new building along with Maintenance's coordination of various issues was excellent.
  - e. MNPrairie seems happy with their transitional space as to layout and how the individual spaces work for coordinative purposes.
  - f. There was some concern on Monday, June 2, 2015 as to dust on the main floor of the courthouse and Benike and Wold consulted as how best to address that matter. As of Tuesday, June 3, 2015, the issue appeared mitigated.
  - g. Demolition of basement in Phase 2 began the week of May 26, 2015 – demolition should be completed by Wednesday, June 3, 2015. Construction will then take place.
2. **MNPrairie Furniture (Courthouse - Phase 2)** – MNPrairie is receiving pricing on furniture for their move and are meeting to discuss final plan arrangements on June 5, 2015. This will need to be addressed soon as the order can take some time. This will be coming to the Board shortly.
- a. Finalize furniture solution by June 23, 2015 (Wold, staff with Schmidt Goodman – Phase 2).
  - b. New furniture assembly should be prior to move date to the basement for MNPrairie.
  - c. Remaining furniture budget is \$125,000 – however this represents all phases to be completed including court room.
  - d. To be completed July 17, 2015.
3. **Phase 3 & 4 Furniture** – Will be meeting with Courthouse offices to determine final layout and plans for furniture for remaining phases which includes the courtroom.
4. **Move** – Mr. Harbaugh will be receiving pricing on Phase 2 move.
5. **Technology** - All Systems was the selected vendor. Courthouse changeover to universal All Systems solution will take place after Phase 4. Current reader system at Courthouse will still be active until that time.
6. **Parking Lot (GSB)** – Curbs to be set by June 4, 2015. First lift should take place shortly thereafter (weather permitting) - If possible, within 10 days. Retaining wall completed.
7. **Drainage on GSB Site** – Completed.

8. **Retaining Wall (GSB)** – As of June 4, 2015, the retaining wall was almost completed as just a few block either needed to be added or replaced. There’s been some discussion about if the area between the lower retaining wall should remain grass as planned or move to rock for maintenance purposes. There was some question on whether or not the fence should remain as planned or go a bit higher on the wall. This will be brought up at Building Committee June 8, 2015.
9. **Audio System Board Room** – Commissioner Gray had concerns about the placement of speakers on the outside of the presenter’s podium directly in front of the Commissioner’s desk. This is something they can address rather quickly at Building Committee and Board.

Building  
Construction Update  
- Continued

### Schedule

#### Phase 1

**Government Services Building:** The work of this phase will include all additions and remodeling for the Government Services Building.

- a. Substantial Completion of this phase shall be on May 22, 2015.

#### Phase 2

**Lower Level:** The work of this phase will include all remodeling of the lower level of the Annex.

- a. Substantial Completion of this phase shall be on July 17, 2015. Benike has stated that even with the week difference on the move in Phase 1, the project should be completed by this time.

#### Phase 3

**Annex Main Level:** The work of this phase will include all additions and remodeling of the main level of the Annex. Renovation of the Sheriff’s existing office area will occur at the end of this phase.

- a. Substantial Completion of this phase shall be on September 18, 2015.

#### Phase 4

**Courthouse Remodel:** The work of this phase will include all remodeling of the Historic Courthouse.

- a. Substantial Completion of this phase shall be on December 16, 2015.

The Chair adjourned the meeting at 9:22 a.m. CDT.

Meeting Adjourned

**ATTEST:**

---

**JOHN ALLEN  
CHAIR, COUNTY BOARD**

---

**BECKY LUBAHN  
DEPUTY CLERK**

---

**DATED:**