

**TUESDAY, DECEMBER 12, 2017**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2017-21 C.O.W.**

The Dodge County Commissioners met in Committee of the Whole November 12, 2017, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:00 a.m. CST. Chair Tim Tjosaas opened the meeting at 9:00 a.m. CST.

Meeting Convened

The Chair acknowledged those present:

Those Present

Members present:	Tim Tjosaas	District #2
	Rodney Peterson	District #3
	Rhonda Toquam	District #4
	David Kenworthy	District #5
Members absent:	John Allen	District #1
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk

Finance Director Lisa Kramer provided the Board with a quarterly Investment Committee update.

Quarterly Investment  
Committee Update

Ms. Kramer reported per the Dodge County Investment Policy, the Investment Committee meets quarterly to review the County's investment holdings and other items as they arise.

Included in the Board packet was a CD inventory list reinvested since the August Investment Committee report.

The Board thanked the Finance Director for the update.

Facilities & Fleet Manager Duke Harbaugh met with the Board to discuss the proposed Strategic Plan.

2017 Strategic Plan  
Review

Mr. Harbaugh reported as part of the Strategic Plan that Dodge County Department Heads participated in; they set a goal area of facilities and vehicle needs. The Facilities & Fleet Manager reported initially they had set goals of 3 months and 1 year to 18 months. Since Duke Harbaugh's memo to the Board they have decided to move the 3 month goal back. Mr. Harbaugh noted the Sheriff's Office is still in need of evidence storage space. The Strategic Planning group has had multiple meetings and discussions pertaining to what they feel is needed and have come to a decision they believe will suit Dodge County for the years to come.

County Engineer Guy Kohlnhofer was available to comment on the proposal.

County Attorney Paul Kiltinen arrived to the meeting at 9:10 a.m. CST.

County Attorney  
Arrived

The Facilities & Fleet Manager shared the following information with the Board:

2017 Strategic Plan  
Review - Continue

- 3 Month Goal (moved back)
  - Modify 218 (Maintenance shop in Mantorville) for secure evidence storage.
    - Sheriff Rose and Mr. Harbaugh have met and come up with a layout of the existing structure and devised a plan that will suit the Dodge County Sheriff's Office while allowing Fleet Maintenance to continue in the south end of the building until they can come up with a plan for the future. They then met multiple contractors on site allowing them to get a vision for their plans and then submit a proposal. The Sheriff has submitted, within his budget, \$21,500 which will secure the north half of the building adding key card access to area, cutting in an overhead door for larger evidence items, installing cameras, and rekeying locks.
- 1 Year to 18 Months
  - Reach decision on facilities and vehicle needs relative to overall centralized building and fleet management.
    - Sheriff Rose, Guy Kohlnhofer, Mark Gamm, Jim Elmquist and Duke Harbaugh met and discussed the possibilities of centralizing the entire operation of the fleet and how it could affect the way fleet maintenance is currently handled.
      - Topics discussed were; location of maintenance, abilities to perform maintenance to a specific standard, the importance of the maintenance specific to plows and squad cars, concerns over who would be maintaining squads from a safety stand point, concerns over management of mechanics, the current shop spaces, building one large shop where all assets are serviced, adding on to the current Highway Department Shop structure shop, and the current condition of the Highway Department building.

2017 Strategic Plan  
Review - Continued

- It was apparent there were many ideas on the future of the fleet, but one thing was for evident the county is in need of more space to perform fleet maintenance. The group could not come to a consensus on both mechanics being managed by the Facilities & Fleet Manager and struggled with the importance of both squads and snow plows needing immediate attention in the event of a break down and which one would have first priority. The group did come to the consensus that the current Highway Department building is in need of some major work and if they are going to invest in the building that it would be in the best interest to build an addition and move both mechanics to that area vs. building an entire new structure elsewhere. One mechanic would be under County Engineer's supervision taking care of highway trucks and heavy equipment and the other would be under the Facilities & Fleet Manager's supervision taking care of the squads and central fleet vehicles. Each would have their own space and then also be available to help the another in the event a repair requires two people. This would take care of two of the needs from the Strategic Plan and allow Dodge County to not only perform the needed repairs and updates to the Highway Department shop and office space, but also combine two fleet maintenance shops into one space. This would also free up the remaining space at the shop in Mantorville for the Dodge County Sheriff's Office to utilize for their needs.

The group is recommending the remodel of the current Highway Department and an addition on the south side to house both of Dodge County's mechanics, a dedicated wash bay and an extra bay for Highway Department equipment. With the current condition of the Highway Department from the floor to the roof this project would entail a complete remodel and would require some extensive planning.

Discussion took place regarding the possibility of both mechanics sharing tools and equipment as a cost saving measure.

Commissioner Peterson wanted to know what the goal was.

It was clarified the goal is to gain efficiency and better maintain county vehicles.

County Administrator Jim Elmquist reported the rationale behind the recommendation is:

1. They have been talking about evidence storage for the past 4-5 years.
2. It is desirable to have a centralized fleet.
3. The Highway building is a falling apart, they will need to do something with the building anyway so they would like to kill two birds with one stone by combining the two fleet maintenance locations.

Commissioner Allen arrived at 9:14 a.m. CST.

Commissioner Allen  
Arrived

Commissioner Tjosaas questioned how much longer the county would be able to function with the two mechanics considering vehicles are becoming more technologically advanced and most are run by computerized equipment.

2017 Strategic Plan  
Review - Continued

The Facilities & Fleet Manager discussed the manual tasks the mechanics perform on county vehicles and equipment and noted as technology advances there gets to be fewer and fewer things the mechanics can do to the vehicles which aren't computer related. Mr. Harbaugh commented they try to keep county vehicles under warranty so the bigger, computer related issues can be addressed by the dealerships.

The County Administrator informed the Board the GO Series 2011A bonds will be coming off the tax rolls in 2020-2021 so they could likely do the work on the Highway building without impacting taxes. Mr. Elmquist stated they would have two years to see how things go.

Commissioner Allen stated he'd like to see them add a bay to 218 and keep the mechanic down there. It was Mr. Allen's opinion they should fix the Highway Department building and leave their mechanic there.

Commissioner Peterson commented the benefit of one centralized location would be that the mechanics would be able to help each other when needed.

Mr. Harbaugh stated he feels a centralized maintenance shop would better serve all departments including Fairview Care Center and the Transfer Station and noted the remodeled space could be utilized by any of the county departments for vehicle maintenance.

The condition of the buildings was discussed.

Duke Harbaugh informed the Board he plans to provide them with a building evaluation report in January and noted the Highway building is in rough shape.

Commissioner Toquam stated she'd like to see the facility.

It was suggested a facilities tour be scheduled after a future County Board meeting.

The Chair adjourned the meeting at 9:28 a.m. CST.

Meeting Adjourned

**ATTEST:**

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**TIM TJOSAAS**  
**CHAIR, COUNTY BOARD**

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**BECKY LUBAHN**  
**DEPUTY CLERK**

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**DATED:**