

**TUESDAY, FEBRUARY 24, 2009**

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

**STATE OF MINNESOTA)  
DODGE COUNTY)**

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2009-04 C.O.W.**

The Dodge County Commissioners met in Committee of the Whole February 24, 2009, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:00 a.m. CDT. David Hanson opened the meeting at 9:00 a.m. CDT.

Meeting Convened

The Chair acknowledged those present:

Those Present

Members present: Klaus Alberts District #1  
Lyle Tjosaas District #2  
David Erickson District #3  
Don Gray District #4  
David Hanson District #5

Members absent: None

Also present: Becky Lubahn Deputy County Clerk

County Engineer Guy Kohlhofer and Maintenance Superintendent Dallas Ness provided the Board with the quotes they received for the purchase of a new tandem.

Tandem Purchase  
Discussion

Mr. Kohlhofer reported that two tandems were compared on state bid contract. The state contract was evaluated and options were selected from two suppliers in order to build reasonably similar truck bodies. With the exception of newly required emission standards the options selected are similar to the Highway Department's existing fleet. The following two tandem chassis were considered for price and product:

2010 Mack GU713	\$94,900
2009 International	\$95,600

The state contract was also used to put together truck boxes and plows. The setups selected are again similar to the existing fleet with a rear quarter wing and underbody plow. The first company has provided the Highway Department with boxes in the past, however, due to company buyouts and other issues, many of their top employees split off to start their own business. Towmaster, the new business, is now staffed with people the Highway Department has previously worked with and they liked their work. Plow and box costs are as follows:

Crysteel Manufacturing Inc.	\$98,000
Towmaster Truck Equipment	\$95,600

Highway Department staff recommends the purchase of the Mack truck and Towmaster equipment for an estimated cost of \$190,500.

The Maintenance Superintendent reported that the Mack truck with Towmaster box would provide fleet continuity for parts and repairs as well as mechanic and driver familiarity. This is also the least expensive of the similar setups. Mr. Ness noted that they have used Mack trucks now for five years and find them reliable and as easy to work on as can be expected.

Tandem Purchase  
Discussion -  
Continued

The Board had previously authorized this purchase but the County Administrator wanted the Highway Department to show the Board the quotes they received and provide their blessing on ordering the vehicle.

It was the consensus of the Board that they supported the Highway Departments decision to purchase a Mack truck and Towmaster equipment.

Building Operations Supervisor Roger Friedt met with the Board to discuss a request to increase a part-time custodial position to full-time. It was also noted that a full-time custodian has resigned and will need to be replaced.

Custodial Staff  
Discussion

Mr. Friedt noted that two recent changes to Dodge County building facilities include the recent renovating of the Ag Center as the future home of the Public Health Department and the future relocation of the Extension Office. These changes have required the Building Operations department to review the operations and maintenance needs of the two buildings and determine adequate staffing to operate and maintain the buildings.

The Building Operations Supervisor informed the Board that the Ag Center building, before renovation, was cleaned by part-time custodial staff. The building layout was generally an open office concept with no partitions, desks and chairs, a few private offices, storage rooms, lunchroom/conference room, public restrooms, rear hallway and residential HVAC system. Cleaning this space required 2.5 hours of custodial maintenance daily.

Mr. Friedt stated that the renovation of the Ag Center building as the new Public Health building provides a more complicated layout. There will be the same amount of private offices, however there will be support staff in partial rooms (three walls), large reception/waiting area, library, interview, four large exam rooms, public restrooms, staff restroom, lunchroom, large conference room and an open office area which will have semi private partitioned cubicles. The layout provides for more vertical walls and obstacles to clean in and around and more hard surface floors to maintain. The HVAC system is a commercial boiler system with roof top air handlers. The Building Operations Supervisor anticipates that this building will require 4.0 hours of custodial maintenance daily.

The Extension Office will now occupy a leased area of a building in Kasson and will need to be cleaned by our custodial staff. This area is approximately 26'x36' and includes three offices, a reception area, large restroom, and storage/workroom. This will require approximately 0.75 hours of custodial maintenance daily.

Custodial Staff Discussion - Continued

Currently the part-time custodian cleans areas at the Ag Center (before renovation), the Highway Department offices, lunchroom and restrooms, and Transfer Station offices, lunchroom and restrooms. This has been done in 4 hours including travel time between buildings, however, maintenance staff has found that 4 hours is inadequate of what is actually needed to do a better job of maintaining these existing buildings.

The maintenance hours required to clean and maintain the above mentioned buildings are as follows:

New Public Health Building	4.00 hours
Highway Department	2.00 hours
Extension Office	0.75 hours
Transfer Station	<u>1.25 hours</u>
Total	8.00 Hours (Includes travel time between buildings)

The existing part-time (0.5 FTE) custodian wage is: \$12.07/hr or \$12,552.80

The recommended full-time (1.0 FTE) custodian wage: \$12.07/hr or \$25,105.60

The Building Operations Supervisor recommended that the County Board increase the existing part-time, 0.5 FTE, custodian status to full-time, 1.0 FTE, status. Mr. Friedt feels this increase in custodial man-hours will be required in order to adequately provide custodial maintenance needs of the new Public Health Department building, the Highway Department, Transfer Station and the relocated Extension Office.

Commissioner Gray commented that he would like to see the Maintenance Department wait on increasing the part-time position to full-time for up to six months and try maintaining the buildings with the staff that they have due to the hiring freeze.

Discussion took place on the work that will be done in the Public Health office once vacated. Mr. Friedt informed the Board that minimal to no work will be done in the Public Health space once vacated.

Commissioner Hanson stated that he agrees with Commissioner Gray's recommendation to wait on increasing the part-time position to full-time due to budget constraints.

The Board ran out of time to discuss the request any further.

The Chair adjourned the meeting at 9:29 a.m. CST.

Meeting Adjourned

**ATTEST:**

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**DAVID HANSON**  
**CHAIR, COUNTY BOARD**

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

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**DATED:**