

From: Roxy Traxler
To: Commissioner; Gary Kruggel
Date: 3/12/2018 4:59 PM
Subject: Board Update 3-12-18

Hi all

Construction

Courthouse construction is underway. Staff moves will begin on or about April 23, this is subject to change. Auditor and Treasurer and Administration will be moving to the Basement. The License Center will be located in the basement as well. Property Assessing & Zoning will be moving to current Administration location and Court Administration will move to Jury Room 2 for this first phase. This first phase is expected to be about 4-5 months. I have been meeting with staff on moving plans and will send more information in the next week or two on timing.

The architect is working on a proposal to fix a fire code issue we encountered in the basement; this will involve changing the type of ceiling or ceiling tile in the hallway and adding a fire safe door to the end of the hallway to create a safe area to meet the existing codes. Once this is done, quotes for pricing will be obtained and brought to the Board. We are in the process of obtaining paint and flooring quotes for the areas that need to be painted or need flooring, this is in our budget.

We have reduced the number of temporary cubicles that are needed in the basement, thus lowering that cost and are working on a plan to re-use most of the temporary items in new homes once construction work is completed. We will need to move forward on the furniture plans this week in order to have them in time for an April 23 move.

License Center Transfer to Administration (date TBD)

- Administration will be in the basement along with License Center so we can start learning more about operations
- A resolution will be brought forth to the Board to change the Registrar status and to start the process required by the state to make the changes
- Jodi and Roxy are meeting with License center staff this week to discuss the change and work on the process

PW Updates

- Sibley County will be accepting bids for 32 miles of bituminous seal coat projects on March 15th. The seal coats are scheduled for work in May and June. Seal coats will occur on the following roadways.

CSAH 1 from Grant Street (Winthrop) to CSAH 4
CSAH 6 from CSAH 5 to State Highway 25
CSAH 10 from CSAH 3 to State Highway 15
CSAH 12 from State Highway 5 to CSAH 6
CSAH 12 from State Highway 22 to CSAH 13
CSAH 21 from 13th Street (Gaylord) to CSAH 12

- Sibley County will be accepting bids for 20 miles of bituminous surfacing projects on March 22th. The bituminous surfacing projects are scheduled for work in late June, July, August, and September with work occur on the following roadways.

CSAH 9 from South County Line to CSAH 8
CSAH 9 from State Highway 5 to North County Line
CSAH 13 from State Highway 5 to North County Line
CSAH 17 from Main Street (Arlington) to the Rail Road Tracks
Co. Rd. 117 from State Highway 5 to ½ mile North.

Personnel Updates

- Gina Sievert promoted to Assistant County Assessor effective Feb. 28, 2018
- Al Herschman, Planning & Zoning Manager, retirement effective March 30, 2018
- Health Educator - in interview process
- Social Worker - in interview process
- Case Aide II - in interview process
- RN - Posted
- Britany Spiess, Engineering Tech, resignation effective March 13, 2018

Coachlight Project

- a. No additional MNDOT right of way is needed
- b. Working on required Archeological Survey Quote
- c. Will need to do a survey but can do this with County Surveyor, so this will count towards county matching funds
- d. County cost is about \$32,000 right now, and Solid Waste Funds will be used to pay for this cost

2018 Board & Department Head Goals Work Session - March 27

At our work session on March 27, we will be working on defining and creating additional action items for each of the identified goals as done by the Board and the Department Heads.

- Increased External Communications
- Leadership/Management Development
- Position Analysis of Staffing Levels County Wide
- Finish Remodel/Restructure
- Employee Engagement/Involvement
- Culture of Communication & Trust

Upcoming Meetings

- Goal setting Board & Department Head Work Session - March 27
- Insurance Advisory Committee - March 15
- Trail Committee Formation Meeting - March 15
- March 20 - 21 - Facilitation & Strategic Planning Training
- March 22 - Child Care Meeting
- March 27 - Breakfast with the Board
- EOC Training - Department Heads and Board May 22-24

Roxy Traxler
Sibley County Administrator

400 Court Avenue
Gaylord, MN 55334

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