

From: Roxy Traxler
To: Commissioner; Gary Kruggel
Date: 2/22/2018 4:41 PM
Subject: Board Update 2-22-18
Attachments: Pay for performance is needed.pdf

Hi all,
Couple of updates for this week, I will have more at the meeting on Tuesday.

Construction Project (meeting today)

- Sewer Pipes - as I mentioned we are having ongoing issues with our sewer pipe freezing, and after discussing with the engineers, they will be developing a plan to repair this and then if the Board chooses to move forward, we will get pricing on fixing it. This will involve moving the pipe to run in the tunnel, and adding new pipe to the manhole outside. This is not budgeted but with old pipes needs to be addressed.
- Water Pipes - awhile ago, we looked at our water main into the courthouse, this will need some repair as well, so a price has been requested and we are hoping to offset part of this with some changes to how we will demo out the old coal chute, once we have more information, it will be sent your way. The pipe is very old, and the concern is that it will break, and we have had water breaks in this area in the past that have been patched but not fixed.
- Schedule - due to the changes and also due to lead time on mechanical equipment that was on hold until all the changes were approved, the project is pushed back another 4 -8 weeks, and I am working with Sam on a more concrete schedule. We will vacate the top 3 floors of the Annex once the basement work is done and staff move downstairs. Right now, they are working on the mezzanine level in the boiler room, and electrical work in the basement. We have also encountered an issue with some of our existing fire rated walls and doors and the architect is working on how to solve that issue as well. While I do not have exact dates as of yet, the move date will be after April 15 and could be closer to mid-late May. I just wanted to give you a quick heads up, and once I have more details I will send them out. We have had a delay in some mechanical equipment deliveries due to the added changes. It is looking like the Annex work could be done in September, unless we encounter further delays as is known to happen in construction
- Temp Furniture - I have a quote on temporary furniture for the basement which will allow us to rotate 20 or so staff through that space during the project. I have also asked the architect to begin looking at furniture layouts for final spaces, but that will be several weeks away.
- Painting - we have a line item for paint in the budget, and also for plaster repair work. In working with Sam, I have identified walls to be painted, including new walls, walls that are being patched, moved, etc and also lobby areas that need paint. This will be sent off for a quote and then brought back to the board for more discussion. As of right now, I did not include individual office areas unless they had new walls or other work being done.

Communication

- Facebook - departments will be asked to submit monthly posts, and we are working on development of a weekly Did you Know? segment to get the word out about our county work
- Column - the first County Administrator column was sent out in February and will be done monthly
- Website Update - the committee is in the process of finalizing the website updates, and departments are regularly updating their pages

Personnel Updates

- Assistant Assessor position was posted, and Gina Sievert has accepted the position effective 2/26/18
- Interviews conducted for Correctional Officer (to fill vacancy)
- RN Position to be re-posted
- Social Worker - posted (due to retirement)
- Case Aide II - posted (due to internal movement)
- Health Educator - posted (due to resignation)
- Seasonal Maintenance Worker - posted

Roxy Traxler
Sibley County Administrator

400 Court Avenue
Gaylord, MN 55334

"This e-mail (including any attachments) may contain information which is confidential. This e-mail (including any attachments) is intended only for the use of the person or entity to whom it is addressed. If you have received this e-mail in error, do not distribute, copy or disseminate. Return the e-mail to the sender, delete the e-mail, and notify the sender by telephone at (507) 237-7805."