



BOARD OF COMMISSIONERS
Work Session Agenda

Tuesday, November 19, 2019

10:00 AM

or immediately following the regular board meeting

Meeting to be held in the County Board Room, Historic Courthouse, 215 1st Ave S, Long Prairie, MN.

Agenda Item #

Agenda Time:

- | | | |
|----------|--|-------|
| 1 | MSGC Project Proposal
<i>Auditor/Treasurer & Facilities Departments</i> | 10:00 |
| 3 | Discussion - Elected Officials Salaries for 2020
<i>County Commissioners</i>
<i>County Attorney</i>
<i>County Auditor/Treasurer</i>
<i>County Recorder</i>
<i>County Sheriff</i> | 10:10 |

MSGC Project Proposal

PRESENTED BY:

COUNTY AUDITOR/TREASURER OFFICE & FACILITIES DEPARTMENT

Todd County
MINNESOTA



Problem 1: Election Equipment Storage



Problem 2: Election Equipment Testing Space



Election/Extension Current Shared Space

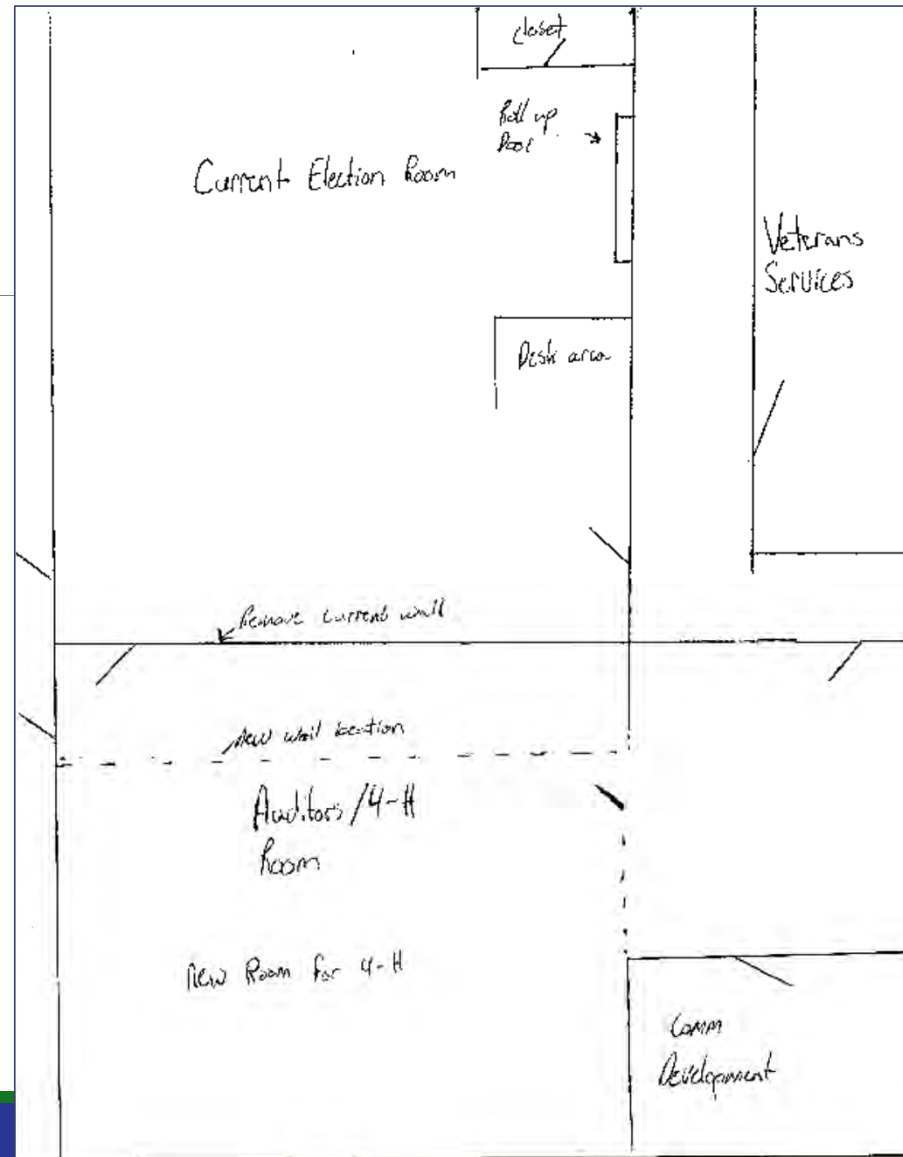


MINNESOTA



Proposed Project:

- Remove North Wall of Election Room
- Rebuild North Wall approximately 8 feet to the north to match up with existing wall ingress
- Remove current cabinets on South & West walls
- Rebuild Strong cabinet storage system for Election Supplies
- Build 'locker stalls' for each City/Twp election equipment storage needs
- Build solid wall on West side of Extension area to allow for direct access by staff
- Provide better storage/cabinet solutions for Extension's supplies



Project Funding Sources:

- ❖ **Auditor-Treasurer's Office:** Amount not to exceed \$5,000
 - ❖ Will be used for all storage building materials for the Equipment Locker Stalls & Supply Cabinets

- ❖ **Facilities Department:** Amount not to exceed \$5,000
 - ❖ Will be used to move the walls, electric, paint, etc.

As per County Policy, this expense is not to expected to exceed \$5,000 therefore formal County Board approval is not required.



Positive Outcomes from Proposed Restructuring

- Dedicated Space for Increase in Election Equipment Cases
- Increased **Security** for each Election
- Dedicated Space for Extension Storage
- More efficient Workspace for Election Equipment Testing



Timeline:

November 2019

- Present Proposed Project to the County Board at Worksession

November & Early December 2019

- Secure Bids for Project Costs
- Order & Receive Materials

Late December 2019 & January 2020

- Project Underway!
- To be completed by 1-31-2020



Questions?

