

LINN COUNTY BOARD OF SUPERVISORS
CEDAR RAPIDS, LINN COUNTY, IOWA
TUESDAY, JANUARY 10, 2017 9:00 A.M.

The Board met in session at the Linn County Jean Oxley Public Service Center.
Present: Chairperson Oleson, Vice Chairperson Harris, Supervisors Rogers and Houser.
Absent: Supervisor Walker (personal business). Board members voting "AYE" unless otherwise noted.

Motion by Rogers, seconded by Houser to approve minutes of January 6 & 9, 2017 as printed.

Motion by Houser, seconded by Rogers to authorize Supervisor Walker to sign Letter of Authorization with Thomson Reuters (TR) retroactive to January 6, 2017 in the amount of \$2,600 for TR staff to be on call January 7, 2017 (8:00 a.m. - 5:00 p.m.) and January 8, 2017 (8:00 a.m. - Noon) in order to support Auditor's Staff while preparing annual Valuation Report.

Discussion: Supervisor Harris stated that everything went very well with the support received from TR and Deputy Law is close to being able to run the valuation report.

Chairperson Oleson asked for further explanation on how this even happened and Supervisor Harris explained that during the holidays (Christmas and New Year's) TR staff worked but they were not knowledgeable about the system. They wanted to make sure that TR staff were available this time. TR found a glitch in the software this past weekend and were able to get it fixed. Oleson stated that the Auditor isn't meeting his statutory deadline noting this is a complex process and asked if the Board has done everything they can. Harris stated yes and the report will be late again this year but the quality is better than it has been in the past. They are still contemplating a maintenance agreement with TR.

VOTE: All Aye

The Board heard updates from the following Department Heads:

Steve Estenson, Risk Management Dir. - working on OSHA reportable injury totals for county employees (tracked by calendar year) and will be brought before the Board for approval. Working with FEMA and preparing project worksheets for the September flood. He is also looking at hazard mitigation for different departments. Submitted insurance claim for Sheriff's Office damage in the basement and it was denied since the insurance adjuster's figures didn't meet the county's \$25,000 deductible. Working on upcoming trainings in February for Active Shooter training with the Sheriff's Office (Public Service Center and Community Services Building). He might invite court administration to attend training at the Public Service Center. Dealt with two incidents last week in the Treasurer's Office with unruly customers.

Supervisor Rogers suggested a "kids' corner" in the Treasurer's Office and staff at the kiosk can hand out crayons and a coloring sheet but Treasurer Gonzalez stated that Estenson told her crayons are a choking hazard. Estenson stated that he is ok with crayons and paper.

Steve Tucker, Financial Adv. - provided his monthly operations report. Board members should have each received the PAFR. Their single audit work is ongoing. The Auditors were here last week and are done with their field work and he should receive their reports within the next few weeks. He is still working on department budgets. He is trying to calculate the tax credits and replacements to get that piece of the budget done and needs the valuations for that (hopeful it will be done soon).

Chairperson Oleson stated that he asked Darrin Gage to move the meeting on Monday the 16th since it is Martin Luther King Jr. Day and next year the county will have that day off noting that there is a lot going on in the community that day.

Tucker stated that regarding Squaw Creek and the Urban Renewal they are not quite there yet with the steps. He handed this piece off to Les Beck since it is more his area.

Dawn Jindrich, Budget Dir. - stated that they are right on track with the budget process for where they should be. She will be out of the office next Wednesday presenting at an ISAC training so she will not be at the budget meeting. By next week she thinks it is likely that they will have a sense of what their offer pot might be.

Garth Fagerbakke, Facilities Mgr. - Correctional Center - working on LED bulb change out. Water leak on third floor has been repaired. A drive failed and had to be rebuilt on the elevator single door (covered under maintenance contract). Replaced fan and bearings on AHU-3. Courthouse - windows for 4th & 5th floors have arrived and installation to take place this month. Installed 10 additional panic buttons. 2016 Flood Event - working on sub-basement stabilization and identifying potential mitigation concepts to prevent damage in the future. Supervisor Houser asked about the sump pump and Fagerbakke stated that is a different project. Conservation - Red Cedar Lodge interior work in progress. Juvenile Detention Center - planning on installing test area of new carpet. Public Health/Child Development Building - are in the design drawings stage that will go on for the next few months. Sheriff's Office - have contract with professional services and they are now working on the design for the 2016 flood event. Fagerbakke is concerned about where the funding will be coming

from. Staffing - working on filling vacancies. Budget - utilities are 2% under and facilities are 1% under. FY18 budget has been submitted to Finance.

Chairperson Oleson asked how Veni Cassell and Steve Nunemaker are performing and Fagerbakke responded that Cassell supervises the custodial crew and his primary concerns are the vacancies and hiring process. Nunemaker works with the maintenance people and they have made it through the snow removal process without any complaints noting that the custodial staff have been helping with this process on weekends.

Joi Alexander, Communications Dir. - PAFR has been completed. Continues to meet with the LC3 Committee (focus is on their strategy and branding initiative). Witwer Grant applicant information was handed off to the Board with a January 19th deadline. She is working with Planning to hand off the Historic Preservation Commission duties.

Chairperson Oleson left the meeting at this time for other county business.

Alexander continued: working on the annual Certified Local Government (CLG) status that is due the end of February. The county's website redesign is coming up in May of this year. Supervisor Rogers asked what the redesign entails and Alexander responded that she will have more details when she talks to the CivicPlus representative. The redesign will change the look of the website but she believes the functionality will stay the same. She would like to share this information with departments as soon as she can. She will also be presenting a mobile app offer. She thinks it is time to provide a refresher training on the county's website so she will be providing an offer for CivicPlus training. Assisting Wendy Lynn in Finance with proofreading documents.

The Board recessed at 9:52 a.m. and reconvened at 10:06 a.m.

Steve Gannon, County Engineer - they follow ordinance and policy for winter service noting that they do a really good job of reacting. Staff are out cutting trees. In early February Gannon will bring a plan for construction projects to the Board and asked the Board to send projects to him that they want included.

Supervisor Harris stated that they had their first kickoff meeting for taking a look at rural subdivision ordinances and procedures. They received all the paperwork from Secondary Roads and Planning & Development so they will read it and talk about any areas of concern. Gannon responded that it would be nice to find ways to get public input and Harris stated that it wouldn't hurt to call a public meeting at 5 p.m. on a Tuesday. Harris asked about Gannon's budget and Gannon stated that they front load it and then it starts to slow down.

Lisa Powell, Human Resources Dir. - Transformation Activities - Annual Transformation event on December 13th was a success. Working with Ted Garnett on accountability and voice of the customer trainings. An LC3 awareness survey will be distributed soon for employees to establish a baseline to gauge improvement. Budget - everything is right on track. Staffing - Amy Vermie has been promoted to fill Lisa Dawson's position and they are looking for an HR Coordinator. She will be presenting an offer for a Culture Coordinator. Employee Development - Karel Murray will be presenting on customer satisfaction in May and Doug Duckett will be presenting on first amendment rights of public employees. Benefits - working on new wellness program for FY18.

Supervisor Rogers stated that he appreciates all the efforts with LC3 and the challenges and opportunities it presents.

Tom Hardecopf, LIFTS Dir. - Terry Bergen is their new Mobility Manager (started last Tuesday). An RTA meeting is scheduled for Thursday to research some of the challenges they felt and the results they have experienced. Three new buses have arrived and an additional three buses are on order. He would like to attend trips to Washington DC for a legislative visit and Indiana to observe a bus being built.

Supervisor Harris asked about Brad DeBrower's role in making buses available to LIFTS and Hardecopf responded that part of the contract is that they have to provide buses for them and through lobbying, history and time DeBrower has utilized funds to purchase these buses out of pocket. DeBrower recognized that they were deficient in their bus inventory.

Hardecopf stated that his budget is over in repairs but it will even itself out.

Adjournment at 10:36 a.m.

Respectfully submitted,

JOEL D. MILLER, Linn County Auditor
By: Amanda Hoy, Executive Assistant

Approved by:

JOHN HARRIS, Vice Chairperson
Board of Supervisors