

Story County
Board of Supervisors Meeting
Minutes

6/9/2015 - Minutes

1. CALL TO ORDER: 10:00 A.M.

The Board of Supervisors met on 6/09/15 at 10:00 a.m. in the Story County Administration Building. Rick Sanders, Paul Toot, and Wayne E. Clinton with Sanders presiding. (all audio of meetings available at storycountyiowa.gov)

2. PLEDGE OF ALLEGIANCE:

None

3. PUBLIC COMMENT #1:

None

4. AGENCY REPORTS:

I. Story Time Childcare Center Agency Report - Jayne Underhill reported on services provided, enrollment, dedicated staff, and summer program.

5. Presentation For America's Renewable Future - Roxanne Dass, Regional Field Director North Central Iowa reported that the region covers 19 counties and is a bipartisan coalition, made up of businesses, to protect the renewable fuel standards in Iowa. Dass spoke about the importance of the renewable fuel standards, protection efforts, and the economic and environmental impacts of renewable fuels. Dass asked the Supervisors to pledge their support. Sanders stated the Board is in full support.

6. Introduction And Discussion For Any Concerns For Senator Joni Ernst - Haley Smith, Regional Director provided information on Senator Ernst's state offices and gave examples of staff duties, including case work and liaising with constituents. Sanders stated he will be in Washington DC in the near future and will meet with the senator. Sanders provided Smith with a comprehensive list of the County's concerns as well as verbally stating concerns about infrastructure funding and clean water standards. Smith stated email is the best way to contact her.

7. ADDITIONAL ITEMS #1:

I. Consideration Of A Mass Notification System @ The Administrative Building - Joey Moore SecureTech Systems, provided information on and a demonstration of his products. Discussion took place. Moore provided cost information. Sanders asked about next steps. Moore stated he would need to undertake a site survey of facilities. Toot posed questions about technical issues. Sanders stated any future visit would include the Sheriff, Facilities Management and Information Technology. He asked Barb Steinback to organize and bring results back to the Board.

8. CONSIDERATION OF MINUTES:

I. 5/26/15 & 6/2/15 Minutes
Clinton moved, Toot seconded approval. Motion carried unanimously (MCU) on a roll call vote.

9. CONSIDERATION OF PERSONNEL ACTIONS:

I. Action Forms:
1)new hire in Sheriff's Office effective 6/17/15 for Jordan Lentz @ \$1,536.21/bw; 2)pay adjustment-longevity in a)Attorney's Office effective 5/31/15 for Shelley Beard @ \$1,410.46/bw; b)Secondary Roads (union) effective 6/14/15 for Paul Ogden @ \$26.88/hr; 3)pay adjustment & promotion-step increase

(union) in Sheriff's Office effective 5/17/15 for Russell Bauer @ \$1,760.69/bw; Jason Fugere @ \$1,838.31/bw; Travis Harrison @ \$1,838.31/bw; Kristen Moore @ \$1,576.09/bw; effective 6/14/15 for Danielle Schmitt @ \$1,576.09/bw; 4)pay adjustment -funding change to BOS effective 6/14/15 for Deb Schildroth @ \$3,037.32/bw; 5)re-evaluation of position in Facilities Management effective 6/14/15 for Terri Loneman @ \$1,652.29/bw; 5)re-hire in Community Services effective 6/15/15 for Kim Helland @ \$1,339.04/bw. Toot moved, Clinton seconded the approval of the action forms with additions. Roll call vote. (MCU)

10. CONSENT AGENDA:

Clinton moved, Toot seconded to approve consent agenda with the addition of Road Closure #15-56 and Utility Permit #15-71. Items #7 and #14 were pulled for discussion. Roll call vote. (MCU)

- I. Consideration Of Lease Agreement Between Story County Animal Shelter And Alan And Jill McHose For Suites A, B, C, And D @ \$2,600.00 Effective 7/1/15-6/30/16
- II. Consideration Of The FY 16 Provider And Program Participation Agreement With American Red Cross Effective 7/1/15 - 6/30/16
- III. Consideration Of Renewal Of The Iowa Retail Permit Cigarette/Tobacco/Nicotine/Vapor Application For Ballard Golf & Country Club, 30608 Hwy 69, Huxley, IA. Effective 7/1/15 - 6/30/16
- IV. Consideration Of The FY 16 Provider And Program Participation Agreement With University Community Childcare Effective 7/1/15 - 6/30/16
- V. Consideration Of Application For Permit To Display Fireworks For Alan Dotts, 26727-19th St., Nevada For 6/13/15 With Rain Date 6/20, 2015
- VI. Consideration Of Appointment For Veterans Affairs Commission For Patrick Peakin For A 3 Year Term Effective 7/02/15 - 6/30/18
- VII. Consideration Of Resolution #15-79, Participation In NACo's Stepping Up Initiative To Reduce The Number Of People With Mental Illness In Jails
Clinton stated he received communication from NACo for the MH Region for Jail Diversion and he felt that he should bring up with Deb Schildroth, read a call to action. Deb Schildroth stated member counties for approval and to be recognized by NACo as supportive of this mission & jail diversion, three areas Central Iowa Community Services (CICS) is working on; crises appointments, tele-a-health into the jail and/or County Hospital ER's, and MH first aid training for officers, and the County Jail Diversion program is back up and running at Story County effective May 1st. Clinton moved, Toot seconded the approval of Resolution #15-79, Participation in NACo's Stepping Up Initiative to Reduce the Number of People with Mental Illness in Jails. Roll call vote. (MCU)
- VIII. Consideration Of Submitted Facilities Management Quarterly Report
- IX. Consideration Of Reappropriation Of Funds From Approved FY16 Budget To FY15 Budget For Additional Cooling For Dispatch Data Room At Justice Center @ \$9,985.00
- X. Consideration Of Renewal Of ArcView Maintenance Agreement Between Story County And ESRI, Inc. Effective 9/1/15 - 8/31/16 @ \$21,025.23
- XI. Consideration Of FY16 Compensation Schedule
- XII. Consideration Of Contract With Ames Economic Development Commission For Workforce Development Services Effective 7/1/15- 6/30/16 @ \$25,000
- XIII. Consideration Of Renewal Of Contract With Ames Economic Development Commission For Economic Development Consulting Services Effective 7/1/15- 6/30/16 @ \$85,000

XIV. Consideration Of Agreement With City Of Zeoring For Water And Waste Water Services For Dakins Lake

Mike Cox, Conservation Director, clarified the administrative item that the Board pass by resolution and it is not necessary and to approve by motion. Toot moved, Clinton seconded the approval of the water and waste water services agreement for Dakins Lake. Roll call vote. (MCU)

XV. Consideration Of Change Order #5 With Smith Seeding, Inc. For Dakins Lake Expansion

XVI. Consideration Of Contract With Peterson Contractors, Inc., Reinbeck, IA For RCB Culvert Replacement @ \$110,089.80 (Project # L-NA17- -73-85)

XVII. Consideration Of Contract With Peterson Contractors, Inc., Reinbeck, IA For RCB Culvert Replacement @ \$129,227.60 (Project # L-IC25- -73-85)

XVIII. Consideration Of Contract With Peterson Contractors, Inc., Reinbeck, IA For RCB Culvert Replacement @ \$82,236.80 (Project # L-G29- -73-85)

XIX. Consideration Of Final Pay Voucher For DPLM Inc., Des Moines, IA For Pavement Markings - Project # HSIP-S-C085(124)- -6C-85

XX. Consideration Of Road Closure Resolution(S): #15-56

XXI. Consideration Of Utility Permit(S): #15-71
Motion carried unanimously (MCU) on a roll call vote.

11. PUBLIC HEARING ITEMS:

None

12. ADDITIONAL ITEMS #2:

I. Discussion And Consideration Of Revised Story County Financial Policies (Seven-Day Review) - Lucy Martin

Auditor, stated Assistant Attorney Jessica Reynolds reviewed and had no changes. Martin provided background information and provided detail on changes and additions. She requested approval following seven-day review. Toot moved, Clinton seconded the approval of the seven-day review of the Revised Story County Financial Policy. Roll call vote. (MCU)

II. Discussion And Consideration Of Revised Story County Purchasing Policy (Seven-Day Review) - Lucy Martin

Auditor, stated Assistant Attorney Jessica Reynolds reviewed and had no changes. Martin provided background information and detail on the changes made; she requested approval following seven-day review. Clinton moved, Toot seconded the approval of the seven-day review of the Revised Story County Purchasing Policy. Roll call vote. (MCU)

III. Discussion And Consideration Of Revised Story County Election Security Policy (Seven-Day Review) - Lucy Martin

Auditor, stated Assistant Attorney Jessica Reynolds reviewed and had no changes. Martin provided historical information, listed changes, and stated any staff having access to secure areas will be asked to sign. She requested approval following seven-day review. Toot moved, Clinton seconded the approval of the seven-day review of the Revised Story County Election Security Policy. Roll call vote. (MCU)

IV. Consideration Of Revised Compensation Scale For Precinct Election Officials - Lucy Martin

Auditor, provided information on current compensation, duties of election officials, and statewide comparisons. She stated that the increase would be more than offset by sustainable cost-savings achieved in other areas of elections. The proposed effective date is 7/1/15. Clinton moved, Toot

seconded the approval of the Revised Compensation Scale for Precinct Election Officials. Roll call vote. (MCU)

- V. Consideration Of Revised Compensation Scale For Township Officials - Lucy Martin
Auditor, reported on background information and requested to increase the hourly wage to \$7.25/hour. Lisa Markley, Assistant Auditor, provided detail on wage submissions. Toot moved, Clinton seconded the approval of the Revised Compensation Scale for Township Officials. Roll call vote. (MCU)
- VI. Discussion And Consideration Of Revisions To The ASSET Policies And Procedures - Deb Schildroth
Community Services Director, reported on reported the changes are to clarify language. Toot moved, Clinton seconded the approval of the Revisions to the ASSET Policies and Procedures. Roll call vote. (MCU)
- VII. Discussion And Consideration Of Revised HIPAA Policies And Procedures And Recovery Plans - Deb Schildroth
Community Services Director, reported on background information, including templates and training information. Clinton moved, Toot seconded the approval of the Revised HIPAA Policies and Procedures and Recovery Plans. Roll call vote. (MCU)
- VIII. Consideration Of Appointing A Representative From Story County Board Of Supervisors For The Central Iowa (Region 11 Workforce Development System) CEO Board Effective 6/9/15 - 12/31/15 - Rick Sanders
Supervisor Sanders provided background. Toot moved, Clinton seconded the approval of appointing Rick Sanders as Representative for the Central Iowa (Region 11 Workforce Development System) CEO Board effective 6/9/15 - 12/31/15. Roll call vote. (MCU)
- IX. Consideration Of Amendment To The Shive-Hattery Professional Services Agreement For Dakins Lake Expansion - Mike Cox
Conservation Director, stated this is for a trail connection from the lake to the end of the Praeri Rail Trail on the west side of Highway 65. Funding is from the FY16 budget; the Conservation Board recommends approval. Clinton moved, Toot seconded the approval of the Amendment to the Shive-Hattery Professional Services Agreement for Dakins Lake Expansion. Roll call vote. (MCU)
- X. Consideration Of Bid Award To Smith Seeding, Inc. For Hickory Grove Watershed Improvements Phase #1 - Mike Cox
Conservation Director, provided background information; award goes to lowest bid to Smith Seeding, Inc. at \$402,869.26. The Conservation Board recommends awarding base bid only and not the alternate. Cox stated \$405,000.00 in grants is available; the Conservation Board recommends funding half and asking the Board of Supervisors to fund \$53,843.00. Clinton moved, Toot seconded the approval of Bid Award to Smith Seeding, Inc. for the Hickory Grove Watershed Improvements Phase #1. Roll call vote. (MCU)
Recess @ 11:15 a.m. and reconvened @ 11:20 a.m.
- XI. Discussion And Consideration Of The COOP/COG Process And Timeline - Leanne Harter
County Outreach and Special Projects Manager, reported on the process for continuity of operations (COOP) and continuity of government (COG). Harter provided information on the process, elements, participants, and expected timeline. Toot moved, Clinton seconded the approval of first steps in the process for the COOP/COG. Roll call vote. (MCU)
- XII. Discussion And Consideration Of The Story County Facade Improvement Grant Program For FY2016 - Leanne Harter
County Outreach and Special Projects Manager, provided history. The program has been adjusted based on feedback from the pilot program. She provided the changes to the eligibility criteria, terms of agreement and timeline. Toot moved, Clinton seconded the approval of the Story County Facade Improvement Grant Program with noted changes. (MCU)
- XIII. Discussion And Consideration Of The Welcome Home To Story County Relocation Assistance

Program - Leanne Harter

County Outreach and Special Projects Director, stated this is a new program, allowing a one-time maximum grant up to \$2,500 for relocation assistance. Eligible applicants must meet all criteria: honorably discharged within the last two years, employment within Story County, and employer participates in program. Clinton moved, Toot seconded the approval of the Welcome Home to Story County Relocation Assistance Program. Lisa Markley, Assisted Auditor, asked about the funding. Sanders stated funding shall be through economic development funds and the Ames Economic Development Corporation. Roll call vote. (MCU)

- XIV. Consideration Of Revised Story County Employee Handbook Effective July 1, 2015 - Alissa Wignall Human Resource Director, reported updates were necessary due to online applications, the exit interview process, identification badges, notification of arrest, sections for breaks and location in each building, health insurance changes, and life insurance, and long-term disability changes. Toot moved, Clinton seconded the approval of the revised Story County Employee Handbook, effective 7/1/15. Roll call vote. (MCU)

13. DEPARTMENTAL REPORTS:

I. Information Technology Departmental Report - Barb Steinback

Director, reported on audio upgrade for the Public Meeting Room, networking projects, Community Life Program infrastructure changes, Tyler Content Management, E911 Zetron/Astericks phone implementation, and miscellaneous items.

14. OTHER REPORTS:

None

15. PUBLIC FORUM #2:

None

16. LIAISON ASSIGNMENTS & COMMITTEE MEETINGS UPDATES:

Toot reported he sat in on interviews with Prairie Rivers Resource Conservation and Development.

17. ANNOUNCEMENTS FROM THE SUPERVISORS:

None

18. ADJOURNMENT:

Toot moved, Clinton seconded to adjourn at 11:59 a.m. Motion carried unanimously.