

LINN COUNTY BOARD OF SUPERVISORS
CEDAR RAPIDS, LINN COUNTY, IOWA
TUESDAY, JULY 16, 2019 9:00 A.M.

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

Chairperson Walker called the meeting to order.

Motion by Oleson, seconded by Rogers to approve minutes of July 15, 2019 as printed.

The Board received updates from the following Department Heads:

Les Beck, Planning & Development Dir. - LC3 product development; budget status (rolling over unexpended FY19 funds for Food System Assessment); Dows Farm Open House in August at Touch of Class; Dows Farm presentations scheduled for organizations throughout the state and region; looking at options for the Project Manager open position; Summer Intern doing a good job on research projects; municipal 28E agreements coming together (Central City and Bertram); commercial activity in the Building Division; Food Systems Council "strategic doing" technique; looking at Agri-Tourism practices; National Flood Insurance maps review completed; in-house training for commissions and board members scheduled for July; 2018 Annual Report (online); and building and construction statistics.

Britt Hutchins, Purchasing Dir. - LC3 work continues; no budget and personnel issues; postage pieces processed; furniture sign offs received for all departments in the Harris Building and Community Services Building (CSB) remodel; continue to work with DHS on file reductions; working with Auditor's Office for a location for Elections at the Veterans Memorial Building for next large election; bids in July (Conservation, Treasurer, College Comm. School Dist., Harris Bldg. furniture, LP RFP for various county departments, Jail, Engineering, Facilities, IT and County Attorney).

Supervisor Oleson asked Hutchins to keep communications open on the attic stock issue that came up for the Harris Building and Chairperson Walker asked Hutchins to follow-up on the reconfiguring of workstations for the Board of Supervisor interns.

Steve Estenson, Risk Management Dir. - Attended Gravel Road Forum; heat stress reminder sent out to county employees; Public Service Center (PSC) is a cooling center (work on signage and seating); meeting with Conservation staff for pre-shift stretching (has been helping in the Secondary Road Dept.); new hire orientation and pre-employment drug screens; met with Gage and Fagerbakke re: mass notification system; another customer vehicle experienced theft while in the PSC parking lot (post some surveillance signage as a deterrent); Safety & Wellness Fair coming up; open position posted however no one met qualifications (have made modifications to qualifications and will repost).

Garth Fagerbakke, Facilities Mgr. - Training proceeding with Lead Custodians; budget statistics for FY19; vacancies have been filled and fully staffed; CSB remodel contract is ready for board authorization; mass notification for PSC (hardware to be finished up this week and working on policy); PSC employee parking lot security cameras (boring for fiber starts tomorrow); Correctional Center front entrance ADA remodel starts this month; working on generator installs at Secondary Roads; Geo Thermal Loop Field for Wickiup Hill; starting design work for the Access Center; Harris Building exterior glass is 90-95% complete; Sheriff's Office evidence room cameras are up and running; Facilities Storage Building punch list reviewed and communicating with architect and general contractor; training of new custodians; AC units are up and running well but under stress; and not staffed to take care of both the Harris Bldg. and the Fillmore Building complex (will need direction on what Facilities role will be when preparing the FY21 budget).

Discussion continued regarding county buildings housing programs that are not operated by the county.

Chairperson Walker reminded Fagerbakke to review panic button locations at the PSC.

Adjournment at 9:53 a.m.

Respectfully submitted,

JOEL D. MILLER, Linn County Auditor
By: Rebecca Shoop, Deputy

Approved by:

STACEY WALKER, Chairperson
Board of Supervisors