

July 30, 2019



The Dallas County Board of Supervisors met in regular session pursuant to board rules with Chairman Mark Hanson, Supervisor Kim Chapman and Supervisor Brad Golightly present. Others present: Chuck Sinnard – DC Attorney, Rob Tietz – Operations Director, Beth Deardorff – Human Resources Director, Todd Noah – IS Director Melinda Harney – Administrative Assistant, Al Miller - DC Engineer, Andy Case-Asst Engineer Chad Leonard - DC Sheriff, Mike Thomason – EMS Director, Kristin Brady-EMS Crew Chief, Chad Airhart-DC Recorder, Jerry Purdy & Kristofer Orth – Farnsworth Group, Inc., Norman Reissetter-Samuels Group, Todd Allyn-AECOM, Joe Cerwinske– Raccoon Valley Radio & Jim Caufield – The Perry News.

Item 1: Call to Order - Chairman Hanson called the meeting to order at 9:00 a.m. Pledge of Allegiance

Item 2: Approve Agenda

Motion by Golightly and seconded by Chapman to approve the agenda as presented. All ayes. Motion carried

Item 3: Open Forum – Al Miller informed the board that the new building is about 3 weeks from being complete and would like an agenda item for future meeting regarding disposal of existing properties in Waukee, Adel, Minburn, Van Meter and Bouton.

Item 4: Consent Agenda

A) Expense Claims Paid on 7/26/2019

B) Fireworks Permit Application

Jennifer Herron

Motion by Chapman and seconded by Golightly to approve the consent agenda. All ayes. Motion carried.

Item 5: Disc/Action Re: Supervisors Minutes from 7/23/2019

Motion by Golightly and seconded by Chapman to approve the 7/23/2019 minutes as presented. All ayes. Motion carried.

Item 6: Disc/Action Re: Human Resources

A) Payroll Change Notices

Beth Deardorff presented the following payroll change notices:

Secondary Roads – Request to hire full-time Roadside Technician – Al spoke on his request explaining the need for a full time position because the duties have expanded.

Sheriff – Request to hire full-time Dispatcher

- Request to hire Ryon Murphy as a full-time Dispatcher \$22.36

- Payroll change pursuant to union contract Brittany Smith moved from Step 2 to Step3 \$21.43 to \$22.36

Recorder – Request for Salary Exception for Office Manager

Motion by Chapman and seconded by Golightly to approve the payroll changes as submitted. All ayes. Motion carried.

B) Wameworks Service Agreement

Sinnard looked at the agreement and believes everything looks good.

Motion by Chapman and seconded by Golightly to approve Wameworks Service Agreement and authorize HR Director Beth Deardorff to electronically sign.

All ayes. Motion carried.

C) Employee Handbook Update

Beth went through proposed changes to the Employee Hand Book. Added definition of elected officials, language change on recruiting process, employee termination of employment, omitting family sick leave and just have employee sick leave and the way paid military leave for EMS employees is calculated. There was discussion of internal and external posting for job positions. Beth will make some changes and bring it back to the board. She informed the board she hoped by October employees will be using the new Execu-time on-line time card. Beth informed the board she is currently working on forming a safety committee.

Item 7: Disc/Action Re: Law Enforcement Center

A) DNR Permits – Norm Reistter with Samuels Group informed the board of DNR forms that need to be completed regarding the emergency generator the new law enforcement facility will have. They need a company name and contact. Contact would be Rob Tietz and company name would be Dallas County Iowa Government.

B) Inmate Meals Contract

Leonard did an RFP and 4 companies submitted bids. He is currently working on a contract.

C) Set Time and Date to receive and open furniture bids

Kristofer from Farnsworth Group Inc. updated the board on the furniture bid dates/times. Explained this is just furniture (desks, chairs, filing cabinets, etc. no kitchen items)

Motion by Golightly and seconded by Chapman to set time and date to receive and open furniture bids for law enforcement center on August 20 at 2:00 p.m in the Board of Supervisors Room.

All ayes. Motion carried.

D) Set time and date for public hearing to consider and award furniture bid

Jerry spoke on courthouse moves and changes to furnishings, package for law enforcement is detailed and should not have any delays. Discussion on whether silo will be moved which is undecided.

Motion by Chapman and seconded by Golightly to set time and date for August 27 at 10:00 a.m. in the Board of Supervisors Room for public hearing to consider and award furniture bid.

All ayes. Motion carried.

Item 8: Disc/Action Re: Phase 2 Parking Lot Project

A) Pay Application #3 \$44247.97

Todd Allyn informed the board of pay application and should come in on budget.

Motion by Chapman and seconded by Golightly to approve pay application # 3 for parking lot rehabilitation project phase 2 in the amount of \$44,247.97.

All ayes. Motion carried.

B) Change Order #2 – River rock

Todd explained there was a request to add more rock to west side of parking lot where the snow will be stored during winter due to chance of existing rock would settle with weight from snow. In addition more rock up by the foundation of the building. Rough estimated newly purchased parking lot to the east for 2' overlay at \$40,000 and some millwork at around \$1,000.

Motion by Golightly and seconded by Chapman to approve contract modification #2 for parking lot rehabilitation phase 2 in the amount of \$3816 and authorize chair to sign.

All ayes. Motion carried.

Item 9: Disc/Action Re: EMS Director Out of State Travel Request

Mike Thomason asked the board for permission for him and three crew chiefs attend a 2-day conference in Wisconsin. He explained what classes would be at the conference.

Motion by Chapman and seconded by Golightly to approve EMS Director out of state travel request.

All ayes. Motion carried.

Item 10: Disc/Action Re: Postage Meters

Hanson informed everyone on how it came about the Treasurer moved the big postage meter out of 902 Court and into space in his office and moved the smaller meter that was in his office to 902. Melinda suggested keeping everything where they currently are and once the law enforcement center is complete, move the small meter there and purchase a new one for 902. It was discussed it would be best sooner than later due to elections scheduled this fall. Rob check on pricing and leasing contracts and get back to the board.

Item 11: Disc/Action Re: Iowa Prayer Caucus Network Courthouse Lawn Event Request

The Iowa Prayer Caucus Network requested courthouse lawn for Saturday September 7th for 72 hours until completed.

Motion by Chapman and seconded by Golightly to approve the Iowa Prayer Caucus Network lawn request.

All ayes. Motion carried.

Item 12: Other Business

Hanson mentioned there is a candidate for Historical Preservation and he will contact them and then he could relinquish his spot. Going to give Planning & Zoning board applicants another week. Melinda to prepare Resolution for that position and put on next week agenda.

Melinda asked the board about an email from Mr. Wallace regarding a joint meeting on the August 6th and if an agenda is needed. All 3 supervisors said they will be attending so Melinda will add to the August 6th agenda.

Item 13: Motion to Adjourn

Motion by Chapman and seconded by Golightly to adjourn the meeting at 11:09 a.m. All ayes. Motion carried.