

BREMER-WAVERLY PUBLIC SAFETY BOARD

111 4TH Street N.E.

Waverly, Iowa 50677

Monday, November 10, 2003

PRESENT

Mr. Behnke
Mr. Hinderaker
Mr. Ribich
Mr. Reuter for Jim Block
Mr. Hildebrandt
Mr. Simpson

ABSENT

Mr. Block
Mr. Boorum

GUESTS

Mr. Dick Crayne

Acting Chairman Gaylord Hinderaker called the meeting to order at 0905 and asked for board members to review the minutes of the previous meetings.

The minutes of the regular board meeting held on Monday, October 13, 2003 as well as the special meeting held on November 5, 2003 were reviewed. Motion by Mr. Ribich to accept the minutes as presented, 2nd by Mr. Behnke. All present voted aye; motion carried.

The Treasurers Report was presented by Sheriff Hildebrandt. Sheriff Hildebrandt explained that there were revised reports from September as well as October as he had discovered a discrepancy in the budgeted numbers compared to what the actual claims had been to date. Sheriff Hildebrandt had asked Roger Bauer from the Auditors Office about this and he learned there was a "glitch" in the Quick Books program and rather than deducting it was multiplying from month to month which had now been corrected and those corrected documents are now included in the treasurers packet.

Mr. Ribich moved to accept the corrected Treasurers Report, 2nd by Mr. Reuter. All present voted aye; motion carried.

OLD BUSINESS

Mr. Hinderaker reported on the meeting held in the Board of Supervisors room on November 5, 2003 in which many of the players in the building project were asked to attend. Mr. Hinderaker explained the purpose was that all players needed to get on the same page and he felt the meeting went a long way to serve that purpose and get the project off on a fresh start. Mr. Reuter advised that Butch Kehe of Kehe Construction furnished detailed numbers on change orders that allowed the Board of Supervisors to sign his contracts. Mr. Reuter further commented that Sheriff Hildebrandt made a plea for all entities to work together and felt that was very eloquently stated. Sheriff Hildebrandt reported that from that meeting final total costs for this project were presented at \$4,598,478 which includes the deducts for change orders. Sheriff Hildebrandt reminded the board that that total also included the future additional jail space which the board voted to approve as well as the kitchen equipment which also was approved by the board.

Mr. Crayne asked how the dollar amount was determined as to the allocation breakdown for the city, county, jail and shared space. Mr. Crayne advised that

according to his calculations from past numbers the cities percentage of the total project had changed more than some of the other changes and did not understand the justification for that. Sheriff Hildebrandt pointed out that one factor may be that when it was determined to change a basement space from filled in sand to unfinished cold storage that square foot was not previously figured in on any of the spreadsheets but the board had been told that would not dramatically affect the overall budget. Sheriff Hildebrandt was asked to contact Mark Leadbetter of PCS and ask about this possible discrepancy and advise him that Mr. Crayne and Mr. Block would like a conference call on this topic soon so these numbers could be used for the bonding agreements.

Mr. Ribich expressed his disappointment in PCS in the fact they do not seem to be performing to the degree they promised. Mr. Hinderaker asked for specifics and Mr. Ribich expressed that the numbers are constantly changing which make them unreliable and PCS does not seem to communicate very well with the board and that the overall trust factor has been jeopardized at the very least. Mr. Ribich asked for a copy of the contract between the safety board and PCS. Sheriff will provide.

Sheriff Hildebrandt advised the board that he contacted Sara who does janitorial services at the court house about the possibility of performing the same duties at the LEC. Sara did not feel she could do our building justice but introduced me to Al Stern of ServiceMaster. Sheriff Hildebrandt advised the board he received a quote from Mr. Stern for services in the old building as well as after completion of addition. Mr. Stern quoted his price for basic cleaning in the present building at \$400.00 per week which covered basic cleaning only with a quoted amount additionally for carpet cleaning, floor cleaning/polishing and windows. His quote for the building after renovation is \$675.00 per week with the same additional cost considerations. Sheriff Hildebrandt advised that he and Chief Simpson would be willing to get additional quotes for service. Sheriff Hildebrandt further suggested the board may consider taking on an employee and put that employee in charge of all maintenance as well as in charge of clerical work associated with the evidence room. Sheriff Hildebrandt and Chief Simpson both suggested that may be a positive addition as it would allow for better tracking of evidence both for intake and for disposing of unnecessary evidence. Board suggested Chief Simpson and Sheriff Hildebrandt continue to work on this. Sheriff Hildebrandt advised they will and present alternatives next month during budget preparations.

Sheriff Hildebrandt presented a plan completed by Todd Fonkert and his assistants at the Bremer County Engineers Office. Sheriff pointed out that with the easement granted by the City of Waverly an additional three spaces were acquired providing for a total of 15 spaces. Sheriff Hildebrandt advised the board that Mr. Fonkert determined preliminary figures for blacktopping this area would be \$40,000. Sheriff Hildebrandt recommended to the board that Mr. Fonkert develop bid specs and this be put out for bid this winter with an early spring completion date.

Mr. Ribich moved to accept the parking plan as presented and move forward on the bidding, 2nd by Mr. Reuter. In discussion Chief Simpson thanked Mr. Fonkert for his work on this plan. Mr. Hinderaker thanked the city of Waverly for their passing of the easement. Mr. Hinderaker asked for the vote; all present voted aye; motion carried.

NEW BUSINESS

Chief Simpson advised the board that the city needs to have preliminary budgets presented by late December in order to complete their budget processes. Sheriff Hildebrandt advised he and Chief Simpson will begin work on the next fiscal year budget and will present some various proposals for building maintenance and utilities since we will not have any history on heating/cooling the newly remodeled center upon its completion. This budget proposal will be ready for board review at the regular December meeting.

Sheriff Hildebrandt presented a list of monthly bills which included the annual insurance billing. Mr. Reuter moved to approve the bills as presented, 2nd by Mr. Behnke. All present voted aye; motion carried.

Mr. Hinderaker set next regular meeting for Monday, December 15, 2003 at 0900 as Sheriff Hildebrandt will be unavailable for meeting on December 8.

Mr. Behnke moved to adjourn, 2nd Mr. Ribich. All present voted aye; motion carried.

Respectfully,

Dewey L. Hildebrandt
Secretary-Treasurer