
MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County Policy Board

Meeting Date: September 26, 2008

Board Members Present: Henry Herwig, Coralville City Council
Pat Harney, Johnson County Supervisor
Regenia Bailey, Iowa City Mayor
Lonny Pulkrabek, Johnson County Sheriff
Tom Salm, North Liberty Mayor
Dave Wilson, Johnson County Emergency Management Coordinator
Mike Wright, Iowa City City Council

Others Present: Jeff Davidson, City of Iowa City
Andy Rocca, Iowa City Fire Chief
Rick Wyss, Iowa City Police Dept.
Nancy Sereduck, Iowa City Police Dept.
Jim Thayer, Johnson County Sheriff's Dept.
Steve Flake, Lone Tree Fire and Rescue
Mike Sullivan, Johnson County Board of Supervisors, Executive Assistant
Richard Claiborne, Johnson County Board of Supervisors, Budget Coordinator
Jeffrey Stone, Simmons Perrine PLC (JECC Legal Counsel)
David Kutcher, Simmons Perrine PLC (JECC Legal Counsel)
Jon Burmeister, PFM Group
Bill Hoefler, Neumann Monson Architects

Minutes by: Bill Hoefler

1. **Call to Order by Vice Chairperson Harney at 9:02am**
 - a. No alternates present.
2. **Consider approval of August 22, 2008 and September 16, 2008 meeting minutes**
 - a. Chairperson Herwig arrived at 9:04am.
 - b. Wilson moved and Wright seconded to approve the minutes. Motion carried unanimously.
3. **Public discussion**
 - a. None
4. **Consider action on a property lease agreement with Johnson County for the Joint Emergency Communication Center building**
 - a. The lease is for \$1 per year for 50 years. Entire \$50 can be paid up front.

- b. The lease includes an access easement to Melrose Ave.
- c. The County Board of Supervisors has already approved the lease.
- d. Bailey moved and Wilson seconded to approve the lease. Motion carried unanimously.

5. Consider a resolution approving award of construction contract for Joint Emergency Communication Center building

- a. Eight bids were received. All eight were under the cost estimate. The lowest responsive, responsible bidder is Merit Construction of Cedar Rapids, who satisfactorily completed the required Contractor's Qualification Statement. Neumann Monson and JECC Legal Counsel recommended rejecting Alternate No. 1 and awarding the contract to Merit for the base bid amount of \$4,394,000.
- b. Pulkrabek moved and Salm seconded to adopt RESOLUTION No. 08-3: RESOLUTION AWARDING CONTRACT FOR CONSTRUCTION OF THE JOHNSON COUNTY JOINT EMERGENCY COMMUNICATIONS CENTER AND AUTHORIZING THE CHAIRPERSON TO ENTER INTO THE CONTRACT. Motion carried unanimously.

6. Consider action on bond sale for Joint Emergency Communication Center building and radio system

- a. David Kutcher has been working with Jon Burmeister, a financial adviser with Public Financial Management, to determine the optimal financing option that meets legal requirements for this type of public project. Based upon various legal requirements and market considerations, Mr. Kutcher and Mr. Burmeister propose the following:
 - i. The County issues and sells its general obligation bonds.
 - ii. The County loans the proceeds of the bond sale to the Joint Emergency Communications Services Association for purposes of constructing the building and acquiring the radio system.
 - iii. The Joint Emergency Communications Services Association borrows from the County.
 - iv. The Joint Emergency Communications Services Association uses the supplemental levy to repay the loan from the County.
- b. The County Board of Supervisors' Executive Assistant and Budget Coordinator support the recommendation; as does the County Attorney. Mike Sullivan said the plan does not jeopardize the County's debt capacity.
- c. Bond money may not be available until FY 2010, so the supplementary levy would supply funds beginning November 2008 through June 2009.
- d. Wright moved and Wilson seconded to accept Legal Counsel's recommendation. Motion carried unanimously.

7. Consider action on a contract for construction site observation

- a. Neumann Monson Architects and Stanley Consultants submitted proposals.
 - i. Staff recommendation was to enter into a contract with Stanley. Stanley's team will include civil engineer Cynthia Butler as the on-site observer, with the support of the Peer Review team.

- ii. Stanley's proposal is based on an hourly rate, not to exceed \$82,000. They will have someone on-site approximately 3 days a week as necessary.
- b. Neumann Monson will still perform the Construction Administration duties within their design contract, and the City will still perform required permit inspections.
- c. Harney moved and Bailey seconded to award the contract to Stanley. Motion carried 6-0 (Salm abstained).

8. Update on selection of radio system vendor

- a. Proposals were received from three vendors.
- b. Elert and the subcommittee are reviewing the proposals and will meet at 10:00am Wednesday, October 1st at the Waterplant to review them.
- c. Once a vendor is selected there will be an approximate 30-45 day negotiation period with that vendor.

9. Update on Executive Director recruitment

- a. Applications were received from 20 applicants. Jeff and Staff have narrowed the list down to ten.
- b. Elert is evaluating the remaining 10 applicants, and has issued the written questionnaire to them.
- c. Elert will rank the candidates and meet with the subcommittee at 8:30am October 2nd at the Waterplant to identify candidates to interview.
- d. Jeff presented Steve Spenser's recommendation to include Dr. Huss in the candidate evaluation process, but the board felt this was unnecessary.

10. Update on temporary office space for Executive Director

- a. The County will provide an office in the new SEATs and Secondary Roads building, which is across Melrose and will be open in October or November.

11. Review of accounts payable since last board meeting

- a. Payment to Simmons Perrine of \$9,976.03.
- b. Jeff has received a bill from Neumann Monson that will be the final billing to be paid according to the original division of costs established through JCCOG. Future accounts payable will be applied to the levy.

12. Set date of next meeting

- a. 9:00am Friday October 3, 2008 in Harvat Hall.

13. Other Business

- a. none

14. Adjournment

- a. It was moved and seconded to adjourn. Motion carried unanimously. Meeting adjourned.