

Scott County Board of Supervisors
November 13, 2018 8:00 a.m.

The Board of Supervisors met as a committee of the whole and pursuant to adjournment with Kinzer, Holst, Earnhardt, Knobbe and Beck present.

Jon Burgstrum, County Engineer, reviewed an ordinance to establish new speed limits on county roads. Burgstrum said that two roads did not have established speed limits on them and so by statute the speed limit is 55 miles per hour (mph) the whole length of each road. He said his department conducted a speed study on 102nd Avenue and that almost 30 percent of the traffic was going over the speed limit. He said it's a residential area and that a proper residential area posting is 25 mph or 35 mph. He recommended a 35 mph speed limit, which would increase safety, especially for people pulling out of driveways. He said from the north side of the subdivision, where the road turns into pavement, the speed limit would be 35 mph to the south side of the subdivision, where it would go back to 55 mph. He said the speed limit would be posted so it's clear to everyone would what the speed limit is. He added that a short piece on 285th Street in front of the subdivision would also have a 35 mph speed limit.

He also said that on 52nd Avenue the department conducted a study, and that traffic was pretty much going 55 mph north of the stop sign, but at the intersection traffic slowed down. He said his staff consulted with park officials about reducing the speed limit to 35 mph as a transition into the Park, and they thought it would be helpful.

Supervisor Beck asked if there was a stop sign going north into the Park.

Burgstrum said no, just southbound is all.

Beck said he did not know if anyone else felt that if the average speed is 54 mph and talking at the joint meeting with conservation, his initial thought would be to drop the speed to 50mph.

Holst thought 50 would be an odd speed limit.

Burgstrum said it is a little bit different to do that and that 85th percentile was 54 mph, so right at the 55 or near the 55 mph mark and the actual average was a little slower yet. He said that would count the farm traffic that uses that road. He said they typically recommend right around the 85th percentile and that they could certainly change it if there is a big need for that.

Kinzer asked if these are new signs and new speed limit signs.

Burgstrum said yes.

Kinzer asked if they would be putting the orange flags out there on the signs.

Burgstrum said they would typically do that when they are new and that there have been since 102nd Avenue was already paved, but it was narrow and they did not have any shoulders so they had no shoulder signs posted with an advisory plate on them but it's an advisory plate so it's not enforceable, just advise. He said those will come down and then they will put the speed limit signs at the designated places with a flag on them.

Holst said she wanted to thank Burgstrum and that the Mayor of Donahue was really appreciative for the work and assistance.

Tim Huey, Planning and Development Director, reviewed the proposed addendum to the Comp Plan and said that this is the midway point through this process as he has covered previously a number of public hearings regarding the application of the Rubinos and Mr. Flaherty. He said the first item to act on is the comp plan amendment for changes to the ag-general zoning district text that deals with allowing wineries, and under what conditions, what restrictions and parameters wineries would be considered for special use permits by the Zoning Board of Adjustment anywhere in Scott County in an ag-general zoning district. He said even though the applicants have a specific site for their winery, he wanted to make clear that these comp plan amendments apply generally across the County. He said that the comp plan is not a static document, but a dynamic document to be amended on occasion to address changing circumstances. He said that wineries are new in Scott County, but they are not new in Iowa or in the Midwest. This is the first one in Scott County and that the process is that the Planning Commission approved the comp plan amendments and that the Commission also recommended approval of both the text amendment which is a subsequent item and the zoning map amendment.

Holst asked about the Iowa Code and wanted to be clear if hard liquor would be allowed in these facilities.

Huey said it could be if it was a catered event and the caterer holds a license. He said the native wine license allows the applicants to only sell wine and beer.

Huey reviewed the text amendment. He said it was his fault he did not provide the applicants with a copy of the amended text that the Board reviewed two weeks ago. He said that the Board is in the process of having multiple subsequent readings of it which allows not substantive changes, but some modifications, and his recommendation regarding these changes is that the Board moves to amend the ordinance text amendment. He said the Board would then approve the second and final reading of the ordinance. He said that the requested changes include: that they comply with the requirements of a state native wine liquor license; change the language from the event venue or wedding venue to event center so it is consistent throughout the ordinance; and change the time limit of the initiation of any event center to two years of vineyard operation. He said that most wineries across Iowa have an event center associated with them, that an event center is crucial for the survival of the winery and that the winery just does not survive on its own.

Huey said his final item is the actual rezoning and that this relates specifically to the applicant's request, and that the approval of this rezoning and the approval of the previous two items gives the applicants the ability to go the Board of Adjustment. He said the applicants have already submitted that item and that any action by the Zoning Board of Adjustment is pending approval of these three items.

Huey said that he wanted to give his thanks to Alan Sabat as Alan is attending his final committee of the whole meeting as a Scott County employee. Huey said that Sabat has submitted his resignation and is taking employment elsewhere. He said he has relied on Sabat a great deal and that Alan has been a great planning specialist.

Mary Thee, Human Resources Director, reviewed the hiring of Douglass Adams, Christopher Laye, Curt Wilson and Jonathan Johnson for the position of Deputy Sheriff in the Sheriff's Office at the entry level rate; the hiring of Robert Gibbs and Enrique Hernandez for the position of part-time Custodial Worker in the Facility & Support Services Department at the entry level rate.

Matt Hirst, IT Director, reviewed the Enterprise Content Management (ECM) phase one and two implementation projects, and said that Stephanie Macuga had been the project manager for ECM solution since the onset of the project in 2014. He said in March 2016 the ECM steering committee recommended to the Board and the Board approved phase one ECM implementation, and at that time selected Databank as the professional services value added reseller assisting Scott County in implementation of Highland OnBase Enterprise Management Content Solution. He said as part of phase one staff converted the existing legacy Cannon Image Wear Solution, which contained approximately two-million records at the time and which has since doubled, and as well as volume scanning, accounts payable, JDC extension case management integration. He said the committee identified ECM phase two project work at which point staff implemented human resources. He said he is presenting an ECM phase 3 contract for Board consideration.

Macuga said phase three is a little smaller than initially considered. In phase three they would take some documents that the Sheriff's Office and the Jail specifically use on a daily basis, and convert all those to electronic process. She said that the Sheriff's Office, Jail Administration and Sheriff's Office Administration have identified six to eight documents that correction officers use daily. She said the documents start out as Microsoft Word documents, then they are printed out for approval through the chain of command and then they get scanned back into OnBase. She said they are seeking to take that process, start and keep it electronic, allow those same approvals and revisions to occur as needed but keeping it electronic and keeping it managed in OnBase from the conception of the document.

Macuga said the second item that they would like to do is bring a Health Department in-house custom application into OnBase. She said IT wrote a custom employee health application which holds information such as hearing tests, or any other required testing for employees in multiple departments. She added there are also medical records and

things of that nature that are being stored as part of that software. She said the Health Department wants to take those records out of paper format, bring them into OnBase and store them electronically because the retention for most of those records is 30 years and that team is starting to outgrow their storage space. She also said that once documents are brought into OnBase, there are better controls over who sees the documents, and they can define who has access, and also allows sharing some of that information with HR since HR sometimes initially receives the document so needs to upload it to OnBase. She added this allows teams that need access to see a document without making a copy or doing anything extra.

Earnhardt asked if the Health Department would have HIPPA policies that would have to be followed.

Macuga said most likely yes and that once they get into actually developing the solution, they will be working with Databank and the Health Department to identify what they want to have set up. She said OnBase does a lot of work with health departments, hospitals and things of that nature. She said the software does have HIPPA Compliance and it is just a matter of how we want to implement things.

Holst asked what the status is of old records being brought over, and if the documents are now searchable.

Macuga said that is the goal, and that whatever is brought over for Health Department or Jail records, the goal would be that we can search them, but that those will be details to be figured out as they build those solutions.

Hirst said OnBase is configured currently to be keyword searchable, that they are not full text searchable within the documents and said that is another level of search capability which we have not implemented. He said OnBase does have that functionality as they go forward.

Knobbe said we are relying on staff to build some keywords in documents.

Hirst said typically numerous keywords.

Macuga said the standard is no to have more than five to seven keywords because the user will not input that information, and they will automate anything they can. She said there are 17 keywords for accounts payable and that all of those keywords are pulled directly from the ERP system so the user does not need to enter any information.

Knobbe said they are really capturing images of documents.

Hirst said they do have a lot of images from our legacy scan documents and that today, they are really trying to capture full documents and with full documents, it leaves open the possibility of full text search capabilities in the future for record sets where that is appropriate. He said the cost for that comes in the backend processing capabilities. He

said there is a cost to having full text search capabilities and he does not anticipate, with current technology, in our current records full text search capabilities. He added that at some point he could see specific record sets benefiting from that functionality.

Holst asked if this is a step back because if records are put in a PFD format they would be searchable.

Hirst said there are several kinds of PDFs. He said they can be an image of a document or a PDF can be a full digital copy and that it depends on what you're using to search. If using Explorer you can search across a couple hundred documents, perhaps in a folder.

Beck asked what would be the full text of search keywords.

Hirst said everything within the document and whatever your search term would be and that you would be looking within the full document now and not just keywords that are indexed within the system. He said indexing is very fast and that if you really think about it you might have five or seven fields already populated with information that you search against, but with a full text search, you would be churning through every document and search every word for string matches.

Kinzer asked about the cost including professional services and will they come and help fulltime or off and on.

Macuga said that typically with Databank there is not someone on-site, but they will go through a period of conference calls with the Scott County team members on-site here. She said for the Health Department application and for the Sheriff's Office application the team members from the respective departments will consult with Databank to identify the information that is needed to be gathered to build these solutions. She said Databank will do some of the work remotely through the VPN services on the County servers. She said she will do some of the work within her abilities to save money.

Hirst also discussed Network Monitoring Software Maintenance and Support. He said it is a standard maintenance renewal for SolarWinds software license maintenance and support. He said they did go out for a quote and that the low quote is from PCMG in the amount of \$24,082 and that last year Loop1 was the successful bidder at slightly under \$23,000. He said SolarWinds is the software they use for network management, virtual server performance management, storage management, telephone management, and PC, laptop, desktop support management and that the software is critical to the success of our network infrastructure team. He said they monitor approaching 5000 devices that are constantly pinging back to the software and alerting and telling us things that we need to be paying attention to and that he has a resolution for Board consideration for this maintenance.

Earnhardt asked if this was for one year.

Hirst said this is for one year and said that he evaluated a three-year contract and the savings was approximately one thousand dollars per year. He added for that kind of money he did not think it was beneficial with budget constraints to take that big of hit within his operational budget.

Beck asked if SolarWinds provided maintenance.

Hirst said he has a competitive quote from them, which he did not include because it was significantly higher at about \$28,000 a year. He said that SolarWinds really does not want to do that work themselves and put it out there in the value-added reseller market and then they do not have to deal with that.

Moved by Beck, seconded by Earnhardt at 8:35 a.m. a motion to close the meeting pursuant to Iowa Code Section 21.5(1)(c) to discuss pending litigation. Roll Call: All Ayes.

Moved by Earnhardt, seconded by Beck at 8:49 a.m. a motion to convene in open session. Roll Call: All Ayes.

Moved by Beck, seconded by Earnhardt at 8:49 a.m. a motion to adjourn. All Ayes.

Tony Knobbe, Chair of the Board
Scott County Board of Supervisors

ATTEST: Roxanna Moritz
Scott County Auditor