

WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS
June 16, 2020



This document is a weekly review of the Board of County Commissioners meeting, Tuesday, June 16, 2020. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).

Main Topics Discussed

Temporary Help for Parks Department – Kirk Engle, Facilities Manager

The Facilities Department had one parks employee out for approximately 6 months. During his absence, the Facilities Department worked to keep up with the essential duties of the position, but the workload has only increased (due to the time of year). A new Park Caretaker has been hired and will require some time for training. This temporary position will only be needed for up to 5 months, over the summer, to assist in ensuring the parks are in the best condition possible. Funds for this position will be transferred from the Park Caretaker line item to the Temporary Employee line item. **The Board moved and seconded to approve the resolution authorizing the temporary help position in the Parks Department Facilities Budget for the 2019-2020 budget cycle. Motion carried.**

Geographic Information Systems (GIS) Position Request and Discussion – Lexi Wingfield, HR Manager; Doug D'Hondt, County Engineer; & Matt Rasmussen, Deputy County Administrator

Within the Road Fund, there is currently a GIS Technician II position. Since the reorganization of the GIS Department, which left all existing positions having the same classification, it became apparent that a hierarchy was needed to establish more efficient operations. To do this, staff is recommending the creation of a GIS Supervisor position, which would be funded by combining the allocated funds from the current GIS Technician II position and a vacant Engineering Intern position. This will result in an estimated \$2,315 monthly cost savings to the Road Fund. In order to consolidate all GIS employees under the new Supervisor position, all positions would be reporting to the Information Technology Department. Staff believes this restructuring to be a good fit, as the GIS responsibilities align closely to work done by the IT Department. Since the GIS Supervisor position is paid from the Road Fund, they will still perform the necessary tasks that the Road Department requires from GIS throughout the remainder of the current budget cycle. In the next budget cycle, the Road Fund will pay an assessment to the IT Department in an amount equal to the GIS Supervisor salary and benefits, and the IT Department will provide all necessary GIS services. **The Board moved and seconded to approve the resolution creating the GIS Supervisor job classification and the resolution establishing the GIS Supervisor as a non-bargaining grade 18.**

Other Business: Change Order No. 2 with Banlin Construction for New Administration Building – Robert Blain, Director of Operations & Capital Assets

Additional unforeseen items have been identified to complete the New Administration Building, including the following items: 1) Revisions to first and third floors including interior partitions, doors, window, frames, electrical, mechanical, plumbing, door hardware, signage, and window coverings. This change was initiated by the County after reevaluating department needs, for a total cost of \$126,863.46 and will increase the contract time by 7 days; 2) Revisions to the basement and second floor including interior partitions, doors, window, frames, electrical, mechanical, plumbing, door hardware, signage, window coverings, and addition of IT equipment for a total cost of \$535,099.75 plus WSST and will increase contract time by 28 days; 3) Adding an elevator sump pit and associated material, an additional sump pump and associated plumbing and electrical work, and change the separator design for a total cost of \$11,696.75; 4) Change the ratings of circuit breakers, feeders and disconnect switches for the two elevators resulting in a cost deduction of \$320.93; 5) Move the existing electrical vault in the new roadway to one of the new islands for a total cost

of \$6,826.09; and 6) Increase the north stair foundation wall from 12 to 17 inches thick for a total cost of \$4,632.30. All of these changes are combined for a total Change Order No. 2 cost of \$684,527.42 plus WSST and increase the contract time of 35 days. **The Board moved and seconded to approve the Chairman to sign Change Order No. 2 with Banlin Construction, LLC for the New Administration Building project increasing the contract by \$684,527.42 plus WSST for a new contract amount not to exceed \$13,276,126.16 plus WSST and adding 35 days for a total of 485 calendar days. Motion carried.**

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