

2018-2019
Guthrie County Board of Supervisors Meeting Minutes
Meeting Place: Guthrie County Courthouse
Guthrie County Board of Supervisors

Regular Session

3 July 2018

The Guthrie County Board of Supervisors met this 3rd day of July, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:04 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 3 July 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the assignment of the Tax Sale Certificate for Parcel Number 0001397300. The County holds the Certificate. The current property owner is Robert Vaughan. The parcel is located at 615 Lincoln Street, Yale, Iowa. Daniel R. West wants the County to sign over the Tax Sale Certificate in exchange for payment of the balance due. Schreck advised the balance due is \$341. Historically, the Supervisors assign a Tax Sale Certificate in exchange for payment of the balance due. Schreck explained the Certificate holder can serve the Ninety (90) Day Notice to Redeem the Tax Sale Certificate in March 2019. Vaughan can redeem the Certificate at any time. Dickson verified the parcel went to Tax Sale in June 2018. Schreck confirmed any parcel with delinquent taxes as of the third Monday in June goes to Tax Sale. She advised the County must hold a certificate for any parcel which goes to tax sale two (2) consecutive years and the public does not bid on it. The Certificate holder has two (2) years to redeem the Certificate. If the Certificate is not redeemed after three (3) years, she cancels it. West owns the property north of this Parcel. Motion by Carney second by Lloyd to assign Guthrie County's Tax Sale Certificate for Parcel Number 0001397300 to Daniel R. West for the balance due, \$341. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented the Guthrie County Secondary Roads Department Payroll Change Notice for John Lyall (Additional Pay). Lyall transferred to Integrated Roadside Vegetative Management (IRVM) effective 25 March 2018. At the time, Sebern understood Lyall's general spray license was sufficient as long as he was supervised by Steve Stringham, a fully licensed sprayer with all the necessary endorsements. Stringham subsequently discovered Lyall needed the necessary endorsement in order to legally spray for IRVM. Since Lyall could not spray, Sebern submitted a Payroll Change Notice reducing Lyall's hourly rate effective 27 June 2018. Lyall quickly took the applicable tests and passed, so he is fully eligible to spray for IRVM. This Payroll Change Notice increases Lyall's wages by \$100 per month because he is responsible for spraying now. There are three (3) licensed sprayers (Lyall, Stringham, and Eric Whitver). Sebern advised Lyall and Whitver each operate a spray truck and spray out the driver's window. This allows them to spray independently. Stringham focuses on seeding as well as the Guthrie County Weed Commissioner duties. The seasonal employee, Tyler Hanson, helps Stringham with the hydro-seeding. Lloyd confirmed IRVM is not using the old truck. Motion by Lloyd second by Carney to approve the Payroll Change Notice for John Lyall (Additional Pay) authorizing a pay increase from \$18.05 per hour to \$19.53 per hour effective Fiscal Year 2018-2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for Cody Sheeder (Position Change to Truck Driver). Sheeder moved from a Laborer to a Dump Truck Driver. Don Slaybaugh retired and Justin Kress took his position as a Semi Driver. In turn, Sheeder replaced Kress. Sebern will advertise for the open Laborer position. Sheeder will continue to help Wade Downing until Sebern hires a new Laborer. Lloyd confirmed there are four (4) gravel haulers. Dickson verified a Truck Driver must have a Commercial Driver's License (CDL), but not a Medical Card. Motion by Lloyd second by Carney to approve the Payroll Change Notice for Cody Sheeder (Position Change to Truck Driver) authorizing a pay increase from \$18.05 per hour to \$20.60 per hour effective Fiscal Year 2018-2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a Secondary Roads Department (SRD) update. Grasty verified there is no more longevity pay. Dickson advised the slurry project on White Pole Road is complete between the Cities of Dexter and Stuart as well as Flint Hills Resources to the City of Menlo. The contractor continues to work on the section from the City of Stuart to Flint Hills. Grasty inquired about the status of an intersection with a sight obstruction due to trees. He previously discussed it with Sebern. Carney asked about placing a temporary STOP sign at the "T" intersection of Frost Lane and 240th Street. Sebern pointed out the Iowa Code mandates a vehicle must yield the right-of-way at an uncontrolled intersection. Lloyd pointed out there is limited visibility around the trees near 110th Street and Victory Road. Sebern advised he received multiple brush and weed complaints. The weather caused the weeds to go crazy. SRD is using the new sign truck to do a great deal of trimming. The trimmer can reach fourteen feet (14') with the pole saw. SRD has the mower tractor back. It cost approximately \$60,000 to repair it. The old tractor has a new mower attached to it. Sebern needs to check the status of the barriers in the right-of-way (r-o-w) within the City of Jamaica. If the property owner has not moved the barriers, he will call and get a timeline. Sebern will specify he must see action within a couple of weeks. If Sebern encounters resistance, he will respond accordingly. Lloyd wants Sebern to look at the box culvert south of the City of Bayard. Lloyd thinks there is a problem because the landowner tore out the riprap. Apparently, the landowner did not think the riprap was doing any good. Sebern advised Gus Construction Company started working on the Adair Road box culvert. The road is closed even though SRD was cleaning ditches and not ready to detour the traffic. SRD made it work since Gus was ready to start the project. Sebern wants the project completed during the summer, so the road is not closed during the school year and/or harvest. Gus will remove 200 feet of pavement and replace it with rock this year. This will allow it to settle. Then, SRD will find an asphalt contractor to seal coat over it next year. At this time, all the asphalt contractors are behind on projects, so contractors are unwilling to take on the extra work. Carney confirmed the rock will extend approximately 100 feet on each side of the box similar to the box culvert near the City of Adair. Sebern advised Gus had to dig down approximately thirty feet (30') to reach the bottom. They also installed safety slopes. Gus will salvage the erosion control already in place at the site. The goal is to save as much as possible. Gus may move to the box culvert project in Grant Township at the last minute, if they do not have other jobs until late summer or early fall. The triple box culvert in Victory Township still is scheduled for late summer. Sebern advised SRD is designing the South Cass 116 project. They continue to work with the landowner to procure the r-o-w. Sebern plans to bid the project this year and construct it next year. Auditor advised the Guthrie County State Bank (GCSB) charged the County \$21.40 for sales tax (\$1.40) and a service charge (\$20.00) because the Wind Farm Tax Increment Financing (TIF) savings account has a \$25,000 minimum balance. According to GCSB, this is the first time the account dropped below the minimum balance. Auditor and Treasurer recommend the County transition the account to a savings account without a minimum balance. The County only earns between point zero one to point zero five percent (.01% - .05%) in interest; however, it costs the County two point seventy-three percent (2.73%) in interest to maintain the minimum balance. Supervisors accepted the recommendation. Treasurer will notify GCSB. Sebern plans to make an advance request. Sebern stated Bear Grove 199A has forty-five (45) workings days and should be complete by the end of August 2018. He also advised the new grader will arrive soon. It is in Des Moines being prepared for delivery. The new plow truck purchased in FY2018 is still in Des Moines too. There is a problem with the heated windshield. Carney confirmed the warranty does not activate until SRD actually takes possession of it. Dickson inquired about the heated windshields as opposed to defrosters. Sebern advised the drivers prefer the windshields. Carney confirmed the trucks still have defrosters. Sebern got bids on a new semi with a belly dump trailer. Lloyd confirmed this truck replaces Slaybaugh's truck. Sebern indicated the manufacturers are behind, so SRD may not get the truck until next year. Sebern is unsure which truck SRD will use to pull the lowboy trailer. He will auction whichever truck SRD opts not to keep rather than trading it. Sebern has bids for a Mack and Volvo truck as well as a Trail King and Load King trailer. He is reviewing the specifications carefully. SRD is cleaning ditches southwest of the City of Guthrie Center. They are using the dirt to build up an errored dirt road. SRD also repaired a nuisance pipe just north of its yard. Sebern talked about a box culvert SRD is repairing on White Pole Road. The plan is to hold the slope with sheets, so it does not erode anymore. The Grader Shed outside the City of Panora needs a new garage door. Sebern will add it to the Cold Storage Building bid. The design staff continues to mull over Orange 391A. No matter how they redesign it, it costs over \$1,000,000. The soil is not stable. There is a big abutment and the South Coon River's direction causes logistical problems. Carney inquired about just fixing the deck. Sebern advised this will not alleviate the load limit. SRD will continue to look at various options. Currently, 100 feet of bridge should cost \$500,000 to \$700,000 on a highway. The bridge needs to be 110 feet to 120 feet and twenty-five feet (25') deep from the deck to the bottom. Sebern advised Murphy Heavy Contracting was awarded the contract for Cass 234 (east of Panora). It will be constructed next year. The soil boring is complete on Thompson 61, so SRD will start designing the concrete girder bridge. SRD is eighty percent

(80%) complete with the design for the Monteith Road. Sebern pointed out the Farm-to-Market fund will be less negative due to the resolution swapping an additional \$100,000 of Federal Aid Bridge money for Farm-to-Market funds. There are more patching projects planned for this month (Springbrook Road [160th Road], 215th Road, 350th Street). Sebern is unsure how the rain will impact the timeline. Sebern contacted two (2) contractors about seal coating the patch and wear surface on Penn 9 because the timber deck is showing wear. SRD started the design to move the road and repair the sloughing south of York Avenue. SRD did all it could do, but nothing seemed to help the situation. They need to move the road away for the current path, so there is a gentler slope. Sebern advised there continues to be on-going utility work throughout the County. Glenda Edwards, Office Manager, meet with all the employees regarding the new Collective Bargain Agreement and Guthrie County Personnel Policy. Sebern announced Don Slaybaugh retired from SRD. He also advised the State Auditor completed the inventory verification. Lloyd inquired about “blow ups” in the roads. Sebern stated he was surprised there have not been any during this last stretch of hot weather. Most incidents occurred in June. Dickson commented on the heaves in White Pole Road are rougher now. He also pointed out the intersection next to Flint Hills has a five feet by five feet (5’x5’) section of broken pavement which may come apart. Supervisors briefly discussed the thickness of the new sections in Interstate 80. Carney received a complaint about the road being tore up by the new substation due to the truck traffic. Sebern advised SRD rocked the road to repair it. Sebern did not recover the costs from the company because the road was light on material; however, the company will need to pay for any further damage. Carney thinks the truck traffic is coming from the south now. Sebern advised he has not received many complaints. He will spray calcium chloride on the detour for the box culvert. Dickson expressed concern about the trucks detouring onto 315th Street, so they do not have to deal with the construction in Stuart. Sebern explained embargoing the road is the only option. Dickson thinks law enforcement should issue traffic tickets for speeding and overweight. He wants the grader to work the area more. Sebern advised the grader operators are trying to blade the roads after the heavy rains to address any issues caused by the washing. Supervisors briefly discussed the truck traffic.

Auditor submitted the Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor Submitted by Lake Panorama National Resort. The Permit authorizes over-the-counter sales of cigarettes and cigars. The Permit is effective from 1 July 2018 and automatically expires on 30 June 2019 unless suspended or revoked by the State of Iowa. Motion by Carney second by Lloyd to approve the Iowa Retail Permit Application for Cigarette /Tobacco/Nicotine/Vapor Submitted by Lake Panorama National Resort for the period 1 July 2018 through 30 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented a letter from Rachel Chase, Business Manager, Herald Publishing Company, announcing the Guthrie Center Times and the Guthrie County Vedette merged into one (1) publication as of 21 June 2018. The new title is Guthrie Center Times Vedette. Motion by Lloyd second by Dickson to designate the Guthrie Center Times Vedette along with The News Gazette as the official newspapers for Guthrie County per Iowa Code Section 349. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Application for Fireworks Permit submitted by Paul Davis. He will set off the fireworks at the point in front of The Port, 5405 Chimra Road, Panora, Iowa on either 4, 5 or 6 July 2018. The alternative rain date is 5, 6, or 7 July 2018. Davis provided multiple dates as alternatives in case of inclement weather. Motion by Grasty second by Lloyd to approve and sign the Fireworks Permit submitted by Paul Davis. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered the Application for Fireworks Permit submitted by Rita Scheiring. J&M Displays will set off the fireworks along Shady Beach at Lake Panorama, Panora, Iowa on 7 July 2018 at dark (9:30 p.m). The alternative rain date is 8 July 2018. Motion by Carney second by Grasty to approve and sign the Fireworks Permit submitted by Rita Scheiring. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Plan Document and Summary Plan Description for the Guthrie County Major Medical Plan. It is effective 1 July 2018. The Document provides information about the major medical insurance. The information supplements the benefits certificate, benefit summaries, schedule of benefits, Certificate of Coverage and other descriptive documents relating to the major medical plan. Unless otherwise noted, the information distributed by the insurer of the major medical plan, Wellmark, shall control if there are any conflicts between the terms of this Plan Document and the terms of any benefits certificates or summaries distributed by the insurer. The Plan Document

contains a Plan Overview, Benefits Information, and Health Insurance Portability and Accountability Act (HIPAA)/Consolidated Omnibus Budget Reconciliation Act (COBRA) Rights. The Plan Document adopts the Guthrie County Major Medical Plan, effective 1 January 2011, as amended and restated therein. It constitutes the basis for administration of the major medical plan. Exhibit A, attached thereto, sets forth the Partial Self-Funding (PSF) Benefits. It specifies the PSF will pay the difference between the deductible and out-of-pocket maximums provided by the major medical plan. The PSF covers only those items and services determined by the Insurer to be covered services under the major medical plan. Motion by Lloyd second by Dickson to approve and sign the Plan Document and Summary Plan Description for the Guthrie County Major Medical Plan. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Second Quarter 2018 Guthrie County Zoning Permits Report.

Supervisors briefly discussed pending county property projects. Dickson addressed Township Trustee wages. After talking to other Township Trustees and discussing it with JD Kuster, Baker Township Clerk, Dickson concluded there are ways for the Trustees to recoup costs. The key is the Trustees must do it. In Dickson's opinion, Supervisors need to direct the Trustees to levy additional taxes through the Township to cover these costs. Furthermore, the Trustees can vote to pay themselves for expenses and mileage like other Townships. Dickson also pointed out other Townships hire contractors to work on projects rather than asking the County to pay for it. Auditor explained a Township's Budget sets the tax levy. Dickson is not opposed to raising the meeting rate a little bit. He suggested a raise to twenty-five dollars (\$25) per meeting. Auditor confirmed the current rate is twenty dollars (\$20) per meeting. Dickson stated most meetings last between fifteen to thirty (15-30) minutes. He also pointed out the Trustees can pay themselves mileage since Trustees are entitled to it. Carney and Grasty prefer thirty dollars (\$30) per meeting. Auditor will verify if Supervisors set the Trustees wage/rate per the Iowa Code. Dickson stated the Township Clerks do the majority of the work. Grasty pointed out the Trustees locate graves and are present when the monument company sets a headstone. He acknowledged these services may be recouped through cemetery fees. Auditor advised Supervisors might need to move some of the Trustees fees to the Rural Services Fund rather than the General Basic Fund because some of the Cities have a sexton to care for the Cities' cemeteries. Auditor will put this matter back on the Agenda for 31 July 2018. Carney spoke with Jotham Arber, Guthrie County Transfer Station Executive Director, about the fence at the Transfer Station (TS). The Iowa Department of Natural Resources (IDNR) authorized TS to move the fence closer to the building and cut off the south side of the grass area. This means less mowing around TS. Arber will present bid specifications at the next regular meeting. Arber also stated IDNR will not allow TS to live load the garbage while the cement contractor replaces the floor in the Garbage Building. The garbage must be in a building in case it rains. TS will clean out the recycling building and unload garbage into it. Unfortunately, TS will need to clean the building again before putting recyclables in it. Carney suggested contracting with another landfill. Dickson suggested TS only close for two (2) days and redirect the haulers to the Adair or Audubon County Landfills. A member of Arber's staff suggested staying open late for a few days before starting the project. Carney received a certified letter from the Farm Service Agency Office regarding a wetlands determination at the County Farm. This may allow the County to expand the crop ground and reduce the pasture acres. Carney will check on the status of a tile determination. Auditor passed around a follow up letter from Chris Whitaker, Guthrie County Zoning Administrator, to Marty Derry. Grasty advised he directed Whitaker to send the letter via certified mail. He wanted Whitaker to provide a more detailed explanation. Grasty called Derry and left a message stating Derry should receive additional correspondence from Whitaker. Grasty directed Derry to call him if Derry does not receive the letter.

Auditor presented Resolution 19-01: Guthrie County Salaries and Wages Effective 1 July 2018. Said Resolution certifies the annual base salary of the deputies for each elected official as well as the deputy sheriffs and the assistant county attorney, as set forth in the attached table, to the Auditor. Furthermore, the Resolution certifies the compensation for the additional employees and clerks appointed by the principal county officers as set forth in the attached table. Finally, it directs these salaries and wages shall take effect 1 July 2018. Auditor advised the Union wages are calculated by adding the FY 2017-2018 base rate to the applicable longevity rate and then increasing the total by five percent (5%). Motion by Carney second by Lloyd to approve Resolution 19-01: Guthrie County Salaries and Wages Effective 1 July 2018. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0 Absent: 1 (Rutledge).

Auditor submitted Resolution 19-02: Resolution Authorizing the Guthrie County Auditor To Issue Payroll Checks Per Iowa Code Section 331.506 Without Prior Board Approval By The Guthrie County Board Of Supervisors. Said Resolution authorizes the Guthrie County Auditor to issue checks for the fixed as well as approved salaries and payrolls for each office/department in Guthrie County without prior approval of the Supervisors during Fiscal Year 2018-2019. Supervisors fixed as well as approved the salaries and payrolls for each office/department in Guthrie County by adopting Resolution 19-01. The Elected Official or Department Head for each office/department certifies the compensation earned by each employee under his or her direction and supervision by signing each employee's "Time Sheet". Furthermore, the Resolution mandates the Guthrie County Auditor shall comport with all provisions of Iowa Code Section 331.506 and this Resolution when making such payments. Finally, it authorizes said process to commence upon approval of the Resolution. Motion by Carney second by Grasty to approve Resolution 19-02: Resolution Authorizing the Guthrie County Auditor To Issue Payroll Checks Per Iowa Code Section 331.506 Without Prior Board Approval By The Guthrie County Board Of Supervisors. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0 Absent: 1 (Rutledge).

Auditor offered Resolution 19-03: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Supplemental Fund To The Adair/Guthrie County Emergency Management Commission Fund. Said Resolution authorizes the Guthrie County Auditor to make quarterly transfers of \$16,500.25 from the Guthrie County General Supplemental Fund (Protection/Security Services-Misc Expense: 0002-01-1210-000-486990) to the Adair/Guthrie County Emergency Management Commission Fund (Emer Mngmt Services Agency Funding: 4000-4-69-1210-251100) in September 2018, December 2018, March 2019 and June 2019. The total transfers shall not exceed \$66,001.00. Furthermore, the Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, upon completion of said transfers. Finally, it authorizes said transfers to begin upon approval of this Resolution. Motion by Lloyd second by Dickson to approve Resolution 19-03: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Supplemental Fund To The Adair/Guthrie County Emergency Management Commission Fund. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0 Absent: 1 (Rutledge).

Auditor tendered Resolution 19-04: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund And The Guthrie County Rural Services Fund To The Guthrie County Secondary Roads Fund. Said Resolution authorizes the Guthrie County Auditor to make semi-annual transfers of \$27,883.25 from the Guthrie County General Basic Fund (To Secondary Road Fund-Misc Expense: 0001-99-0300-000-812990) to the Secondary Roads Fund (General Basic Fund: 0020-0-20-7000-900000) in October 2018 and April 2019. The total transfers shall not exceed \$55,766.50. Furthermore, the Resolution authorizes the Auditor to make semi-annual transfers of \$879,565.35 from the Guthrie County Rural Services Fund (To Secondary Road Fund-Misc Expense: 0011-99-0300-000-812990) to the Secondary Roads Fund (Rural Services Basic Fund: 0020-0-20-7000-902000) in October 2018 and April 2019. The total transfers shall not exceed \$1,759,130.70. In addition, said Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Guthrie County Engineer, Joshua Sebern, upon completion of said transfers. Finally, it authorizes said transfers to commence upon approval of this Resolution. Motion by Lloyd second by Dickson to approve Resolution 19-04: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund And The Guthrie County Rural Services Fund To The Guthrie County Secondary Roads Fund. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0 Absent: 1 (Rutledge).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Motion by Dickson second by Lloyd to approve the Minutes from 26 June 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Lloyd to approve the Claims from 22 June 2018 – 29 June 2018 in the amount of \$20,275.90. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:32 a.m. until its regularly scheduled meeting on Tuesday, 10 July 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

10 July 2018

The Guthrie County Board of Supervisors met this 10th day of July, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd, and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 10 July 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering along with Sheriff Marty Arganbright, Guthrie County Sheriff, and Deputy Michael Herbert, joined the meeting to discuss the Shive Hattery Architecture & Engineering Professional Services Agreement. Sheriff stated he wants to talk about the Proposal, and Lewis is here to answer any questions. He also advised he spoke with Tim Benton, Assistant Guthrie County Attorney, about the Proposal. Benton wants to meet with Supervisors before he meets with Lewis. As an alternative, Lewis proposed a Phase One (1) only agreement. It will not include the other phases. Sheriff advised Benton has no objection to an agreement for only Phase 1. Auditor passed around email from Benton advising he needs more time to review the current Proposal. Grasty confirmed Benton is fine with a Phase 1 Agreement; however, Benton wants to review it before the Supervisors sign it. Lewis explained the phase process. He pointed out there are natural break points. Phase 1 compiles information, so the Sheriff and Supervisors can make decisions. Lewis reassured Supervisors that Shive will not proceed to the next phase without approval from the County. Shive will not go beyond the scope of any phase without prior approval. Lewis confirmed he can modify the Proposal to remove the other phases. Grasty pointed out Benton prefers this. Lewis also commented he can clarify the language which states Shive will not proceed without approval. Lewis explained Phase 1 will define multiple options. This will put the County in a better position to decide the proper course of action. Phase 1 will include analysis of the inmate population profile. In particular, who are the inmates and what are the types of offenses. Shive also will project out the inmate population for the next twenty (20) and thirty (30) years. Lewis talked about addressing the classification issues, so the facility meets the State of Iowa Jail Standards. Phase Two (2) is the programming phase. It depends on which option the County chooses after Phase 1. Lewis stated Shive will do a life cycle cost analysis in Phase 1 too. Shive also will prepare a cost projection for each scenario and/or viable option during Phase 1. Grasty emphasized Supervisors want to see the long-term projections for all four (4) options. Lewis confirmed Shive will credit the County a portion of the cost for Phase 1-3, if Supervisors hire Shive to design the facility. Lewis explained half of the work Shive does during the study phases directly applies to the design phase. The County will get the benefit of this work if it carries on with Shive. Grasty reiterated Benton wants to review the current Proposal further, if Supervisors opt to move forward with more than Phase 1. Carney clarified Phase 1 will cost \$14,000 plus expenses. Lewis stated there will be mileage expenses for the two (2) trips from West Des Moines. He confirmed the table is a list of standard expenses and mileage is charged at the government rate. Lewis estimated incidentals will be \$200-\$300. Carney confirmed Shive will look at the current Jail to determine if repairing and/or rehabilitating is an option. Lewis stated Shive also will calculate the cost to transport inmates to other Counties. Furthermore, Shive will determine the cost to build a new, stand-alone facility which is independent of the existing Jail. These cost analyses will help determine the best course of action. Grasty confirmed the needs assessment will address the long-term life cycle of the Jail. Lewis stated Shive

will propose four (4) options: 1) Do nothing and ultimately close the existing Jail; 2) Renovation of the existing facility; 3) Adding onto the Courthouse to meet the needs; and 4) Construction of a new, stand-alone facility which is independent from the Courthouse. These are typically the four (4) scenarios. As part of the first scenario, Shive will determine the cost to house inmates in other Counties based on the population projection. Carney inquired about the timeline. Lewis stated it should take two (2) months to go through Phase 1. Phase 2 will take the most viable option and lay out a floor plan around the chosen site. Lewis commented on the value of Shive continuing on with the project. When Shive starts developing the specific site, it can draw from the work already done for the County. Therefore, Shive will discount its fee. Grasty inquired about the process if the County just does Phase 1 and then decides, at a later date, to proceed with Phase 2. Lewis explained the Proposal, as written, sets the cost at \$28,000. If the County retains Shive, after a successful bond referendum, Shive will credit the County for \$14,000 against the design cost. If Shive just completes Phase 1, the County will not receive any credit. It only applies if the County continues to work with Shive. Lewis assured Supervisors that Shive will put maximum effort into Phase 1. He reiterated it will cost \$14,000 plus expenses. Lewis is fine with just doing Phase 1. Grasty expressed concerns about not knowing the needs yet. He also is unsure the Proposal allows the County to stop after Phase 1. Lewis pointed out the right to stop is described in the bullet points under the Fee Type section in the current Proposal. Sheriff acknowledged Benton wants to review the Proposal before the County proceeds with the project. Lewis confirmed the County can proceed with just Phase 1 and still get the benefit of the credit, if Supervisors opt to move forward with Shive at a later date. Sheriff reiterated Benton wants an Agreement for just Phase 1. Sheriff pointed out he wants specific language regarding the credit, particularly if the County proceeds with Shive. Lewis stated he can revise the current document, and he is happy to speak with Benton about it. Lewis acknowledged the process is new to the County. He reassured Supervisors it is Shive's job to find the right solution. Shive will submit all four (4) viable options and give the County all the necessary information to make the right choice. Lewis admitted he has advised against a new facility as the right option in the past. The goal is to work through all four (4) scenarios and provide all the necessary information, so the County can make an informed decision. Carney inquired about Shive doing the needs assessment and the County opting to go with another company to construct the facility. In particular, will the new company use Shive's needs assessment or does the County have to pay for another assessment. Lewis could not answer this question. Carney emphasized he wants to make sure the County is using the right company. Lewis agreed Shive must help promote the project to the entire County. Lewis briefly talked about being contacted by a county in western Iowa to give a second opinion on another company's needs assessment. Shive's needs assessment reached a different result, so the County decided to move forward with Shive for Phase 2 and Three (3). Grasty likes the idea of everything in one (1) envelope. Carney inquired about adding onto the Courthouse. In particular, does the Courthouse need to be updated too. Lewis advised the type of addition dictates the applicable standards. Carroll County's proposed facility will be separate from the Carroll County Courthouse, so the County does not have to remodel the Courthouse. Lewis stated he needs to study the existing Guthrie County Courthouse and Jail to see if Shive can accomplish the same thing. Shive will analyze the building to determine if there are break points. Carney cautioned he does not want hidden cost to bite the County. Grasty questioned how Shive determines its fees for the total project; especially, if the County decides to hire Shive for the entire project. Lewis explained the cost to construct a new facility is different than the cost to renovate an existing facility. Shive will provide a cost estimate for each scenario. He also will include an explanation of the credit process. Lewis estimated the fee for new construction is six point five percent (6.5%) and the fee to renovate is eight percent (8%). Shive will set the rate for each scenario. Grasty confirmed it takes more work to renovate an existing structure than design a new facility. Carney pointed out Sheriff Ken Pingrey, Carroll County Sheriff, advised Carroll County had to bring the Courthouse "up to code", if it opted to renovate the existing jail. Lewis confirmed Carroll County would need to bring the Courthouse into compliance, if Supervisors opted to renovate the existing space. He clarified Carroll County is proposing an addition onto the Courthouse. Carney asked if the addition will be separate from the Courthouse. Lewis explained Shive incorporated a connecting link between the two (2) structures which includes a stairwell and an elevator. Lloyd confirmed Carroll County will vote on the bond referendum during the General Election in November 2018. Supervisors briefly discussed the Proposal. The consensus is to re-write the Proposal as an Agreement for Phase 1 only. Lewis wants to speak with Benton to determine which provisions Benton wants in the Agreement. Lewis will think about a way to leave the language concerning the credit but remove any language regarding Phase 2 and Phase Three (3). He will make sure Benton is comfortable with the language. Carney emphasized he does not want the County tied to Shive for the entire project at this point. He simply is trying to protect the County. Rutledge pointed out the termination clause. Lewis understands a great deal depends on the scope of the document at this time. Grasty emphasized the County needs to do Phase 1. Sheriff advised he has been approached about a Jail Committee. He asked Lewis if the County

needs a committee before Phase 1 and/or if the Committee is even necessary. Lewis advised a committee is important to the process. It helps the County gauge how citizens feel about the options. Lewis explained the Sheriff and Supervisors can evaluate the Phase 1 material, but he thinks the County needs input from the community as it transitions from Phase 1 to Phase 2. It is not critical to have a committee now, but it is nice to have it. Sheriff asked who makes a good committee member. Lewis suggested attorneys which work in the criminal justice system as well as a representative from Farm Bureau. He also recommended including people who may be opposed to a new facility. Part of the education process is explaining the reasoning behind the different options. A committee needs a cross section of people who play a part in criminal justice along with good community stakeholders. Lewis recommends eight to ten (8-10) people from the community. Grasty confirmed the Supervisors, Auditor and Facilities Manager should participate too. Lewis stated Carroll County included councilmembers from the City of Carroll because the County wanted feedback from the business community. Lloyd thinks it will look lopsided if all the members are government employees. Lewis suggest utilizing people involved in the business community. Grasty confirmed the County has time to form a committee. Lewis reiterated the first step in Phase 1 is gathering information from the Sheriff's Office regarding the cost to operate the existing facility for the last five (5) years. He also must do a detailed analysis of the existing building. Lewis admitted he toured the facility, but he needs to spend time walking around and documenting his observations. In short, the first step is the operational piece and analysis of the existing building. After he collects all the information, Shive will calculate the inmate profile and crime trends. Lewis will return to the County and do a workshop to present the findings. He also may start a discussion about possible options. Phase 1 will include two (2) trips to the County. The first trip is when he will do the analysis. During the second trip, he will start a dialogue of possible scenarios with a focus group. Lewis estimates he will spend the first month doing the analysis. Sheriff advised he and Benton will be on the Agenda for the next regular meeting to discuss the revised Agreement for Phase 1. Lewis stated he will prepare same, so Benton may review it. Sheriff advised inmates sent letters to the State regarding the jail conditions. Carney confirmed the fee is \$14,000 plus expenses. Lewis pointed out the reimbursable fee schedule. Grasty confirmed the main expense will be mileage. In the Agreement, Lewis will state the only anticipated expense is mileage. Rutledge does not think Lewis needs to do this because it is not a big deal. Lewis estimated the round trip is eighty-five (85) miles and confirmed Shive charges the government rate. Grasty directed Lewis to draft an agreement and discuss it with Benton. Supervisors appreciate Lewis taking the time to meet with them to discuss the Proposal. Sheriff stated working with Lewis has been a good experience. Grasty commented this a new process, so Supervisors have many questions. Lewis stated he is happy to answer questions and realizes there are always things to discuss when it is a new process. Sheriff will get the revised Phase 1 Agreement from Lewis and forward it to Benton.

There was no other discussion regarding the Guthrie County Jail Project.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, along with Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to present the contract with Jorgensen Brothers Concrete Construction to repair the floor in the Garbage Building. Arber passed around the contract. The total cost is \$13,225. Arber advised it contains the standard language regarding breach of contract and remedies for said breach. It specifies Jorgensen shall remove the old broken pieces and replace it with a new section. Contract also stipulates where Jorgensen shall place the old pieces. Arber advised TS staff is cleaning out the Garbage Building today. He booked extra trucks from Koster Grain, Inc. to haul the garbage to the Carroll County Landfill. Customers and Haulers can dump garbage until Wednesday, 11 July 2018, at 12:00 p.m. (noon). The Recycling Building will remain open on Thursday, 12 July 2018, and Friday, 13 July 2018, for the Haulers to dump recyclables. The plan is to load garbage directly into the trucks on Tuesday, 10 July 2018, and Wednesday, 11 July 2018. Arber advised it was cost prohibitive to clean out the Recycling Building and temporarily use it as the "Garbage Building". Arber also made arrangements for the Haulers to take garbage directly to the Carroll County Landfill. If the Haulers do this, TS will bill the Hauler the same rate Carroll County bills it – thirty dollars (\$30). Arber sent a list of Haulers to Carroll County. He does not anticipate Haulers taking advantage of this option since Thursdays and Fridays are not heavy garbage days. Monday is the biggest garbage day. Arber coordinated the timeline for the concrete project with the Haulers. The plan is to remove the old floor on Wednesday and pour the new floor on Thursday. TS will reopen at 8:00 a.m. on Monday, 16 July 2018, and remain open until 7:00 p.m. Carney confirmed Benton reviewed and approved the Contract. Arber stated he is working with Benton to create a standard contract for these types of projects. It will help streamline the process. Rutledge pointed out the only items which change are the contractor, description of work, and amount. Motion by Rutledge second by Carney to approve and sign the contract with Jorgensen Brothers Concrete

Construction, in the amount of \$13,225, to repair the floor in the Garbage Building. Motion carried on a vote: Ayes: 4 Nays: 0.

Arber passed around an aerial view of the proposed Transfer Station fence project. Arber or Thompson can prepare a request for proposal (RFP) to replace the east and northeast sections first and/or an RFP for the whole fence. Supervisors briefly discussed the matter and opted to do the whole fence. Arber thinks a contractor can salvage and reuse some of the good posts. He will request a bid with all new materials as well as a bid to reuse existing materials. Carney inquired about building the new fence before removing the old fence. Arber stated this only is possible if the fence is moved to the east. Carney suggested moving it five feet (5') to the west. Arber expressed concern about moving the fence to the west because the staff will have to mow on an incline. Arber confirmed the fence could move five feet (5') to the east. Supervisors and Arber discussed the mowing area. Grasty pointed out the tenant will have more pasture now. Arber suggested the next step is to get opinions from fence builders since IDNR approved the plan. Carney expressed concerns about a contractor being able to build the entire fence in one (1) day. Supervisors directed Arber to get opinions from potential contractors. Rutledge verified Thompson will get bids. Thompson confirmed he will use the updated bidder list.

Arber delivered the TS update. He passed out the preliminary Billable Tonnage Report for Fiscal Year 2017-2018. The report does not include the 800 to 1,000 tons of non-billable garbage from providers like the Guthrie County Secondary Roads Department (SRD). Arber will submit the final report in September 2018. He pointed out April through June definitely are the largest months, and it drops after September. Arber and Supervisors assume the "City Clean Up Days" as well as overall spring cleaning account for the increased tonnage. Most people tend to get rid of unwanted items in April. Grasty confirmed there is a twenty-five dollar (\$25) service charge for ten (10) or more tires. He also verified the policy states a customer shall be billed the per tire rate. Grasty stated the last time he took tires to TS, he was charged by weight. Grasty questioned if the per tire rate is the best practice since TS pays by the ton to dispose of tires. Arber is willing to charge by weight. He will research the matter and re-evaluate the policy. Grasty assumed the tonnage rate is different for tires than garbage. He also suggested it may be easier to track the cost if the customer's disposal rate is based on the same factor as TS. Grasty thinks TS should continue to charge extra for rims. Arber will ensure TS staff follow the policy. He will report back to the Supervisors on this issue.

Arber reminded Supervisors about the Guthrie County Health Fair on 21 July 2018 from 4:00 p.m. to 7:00 p.m. at the AC/GC Football Stadium. Guthrie County Public Health has everything ready to go for the Fair. Arber sent out an email asking Guthrie County Elected Officials and Department Heads to participate in the dunk tank. He has several volunteers including himself. Arber really wants everyone to participate in the event.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented Resolution 19-05: Resolution to Revise Guthrie County 2019 Five Year Road Program. Said Resolution, in accordance with Iowa Code section 309.22, initiates and recommends modification of the STBG-SWAP-C039(92)--FG-39/F51 Rehabilitation project (F51: From Hwy 25 to P28/Monteith Rd Rehabilitation) in the accomplishment year (State Fiscal Year 2019), for approval by the Iowa Department of Transportation (Iowa DOT), per Iowa Code 309.23 and Iowa DOT Instructional Memorandum 2.050. Unforeseen circumstances have arisen since adoption of the approved Secondary Road Construction Program, and previous revisions, requiring changes to the sequence, funding and timing of the proposed work plan. Said modification reduces the Farm-to-Market funding amount by \$100,000 dollars and increases the SWAP funding amount by \$100,000. The total net change is zero dollars (\$0). Sebern advised the new Five (5) Year plan went into effect 1 July 2018. After the United States Legislature passed the Continuation of Transportation Bill, it increased the federal funding for roads. SRD received an additional \$100,000 for the Monteith Road project. The Resolution makes the necessary revisions to the Plan. Carney verified the Farm-to-Market fund balances is negative. Sebern hopes it will be positive next year. This extra money will help finance future Farm-to-Market projects. Motion by Carney second by Lloyd to approve Resolution 19-05: Resolution to Revise Guthrie County 2019 Five Year Road Program. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 0 Absent: 1 (Dickson).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Sebern submitted a Wind Farm Tax Increment Financing (TIF) Advance Request for \$500,000. Auditor passed around the Iowa County Ledger for June 2018 reporting the status of Fund 0150 – Wind Farm Urban Renewal. The Ending Balance is \$17.61. She also passed around the latest Statement on the Guthrie County Wind Farm General Obligation Bond provided by Chris Carlson, Credit Analyst at the Guthrie County State Bank on 6 July 2018. The Total Advance is \$7,670,000 and the Balance is \$7,193,000. The Advance will fund project LFM-BG199AT- -7X-39, a box culvert in Bear Grove Township, as well as the purchase of right-of-way for project L-SCA116T--73-39 in south Cass Township. The contractor just started BG199A. Sebern is requesting \$500,000 even though the construction cost is \$430,000, so there is flexibility to do little projects and/or to cover increased construction costs. The current balance in the Wind Farm Savings Account is low. Sebern advised SRD also is attempting to negotiate the purchase of right-of-way for SCA116T. Carney stated Sebern has \$1,830,000 left to request from the original \$10,000,000. Motion by Carney second by Lloyd to approve the Wind Farm Tax Increment Financing (TIF) Advance Request for \$500,000. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a brief SRD update. Rutledge advised Duane Frantum called regarding the trees obstructing the sight distance at 110th Street and Victory Road. Sebern stated he thinks the obstruction is not in the right-of-way. It is the bushes in a yard. Lloyd pointed out it is a controlled intersection with “STOP” signs. Grasty questioned why there are no traffic control signs at Willow Avenue and 248th Trail. Sebern advised he anticipates he will submit another Wind Farm Tax Increment Financing (TIF) Advance in the near future. He also advised the landowner removed the barriers from the right-of-way within the City of Jamaica. Sebern stated SRD is moving forward with several projects. He continues to try to find asphalt contractors willing to do seal coating and patching jobs. Grasty reminded Sebern about the driveway washing next to the bridge east of Monteith. He wants Sebern to see if SRD can repair or move the driveway. Sebern is concerned about the erosion, but it is not threatening the bridge yet. Sebern stated SRD may need to address the problem similar to Dale City. Sebern confirmed the County needs to maintain the driveway, if it washes out. SRD may use concrete riprap to protect the bridge. Grasty pointed out the river is flooding the farm land on the east side. Sebern advised the Army Corps of Engineers straightened the river years ago, but it returned to its meandering ways. Sebern confirmed the contractor dug the hole and set the bottom grade for BG199A. It is a big box culvert.

Auditor submitted the Iowa Counties Technology Services Business Associate Agreement. She passed around the Memorandum explaining the need for the Agreement as well as an email from Benton. On advice of outside counsel, Iowa Counties Technology Services (ICTS) requested all Counties, for whom ICTS store protected health information (PHI) and/or completes claims as well as payment services, enter into a Business Associate Agreement with ICTS. It is the opinion of outside counsel that ICTS is a separate legal entity and therefore the agreement is necessary for ICTS to store or have access to the PHI. Additionally, the Agreement should be between ICTS and the County. The Agreement sets forth the terms and requirements to ensure the County meets its Health Insurance Portability and Accountability Act (HIPAA) requirement to obtain satisfactory assurances that ICTS will appropriately safeguard all PHI as well as Electronic PHI disclosed by, or created or received by ICTS on behalf of the County. Benton’s email stated he reviewed the proposed Agreement and the Supervisors can approve it. Carney will verify the Heart of Iowa Region has executed an agreement too. Motion by Lloyd second by Rutledge to approve and sign the Business Associate Agreement between Guthrie County and Iowa Counties Technology Services. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Application for Fireworks Permit submitted by Paula Martinson. She will set off the fireworks at 3016 340th Street, Menlo, Iowa on 11 August 2018 at dark. She did not provide an alternative rain date. Motion by Rutledge second by Lloyd to approve and sign the Fireworks Permit submitted by Paula Martinson. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered the Application for Fireworks Permit submitted by Karla Lane. She will set off the fireworks at 2420 Teek Avenue, Panora, Iowa on 3 August 2018. The alternative rain date is 4 August 2018. Motion by Grasty second by Lloyd to approve and sign the Fireworks Permit submitted by Karla Lane. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed pending county projects. Carney announced the pond at the County Farm is an artificial wetland because it is manmade, according to the United States Department of Agriculture’s Farm Service Agency

Office (USDA/FSA). Therefore, Supervisor can tear out the pond and push the dirt up the hill. Per Carney, Dickson wants “Digger Doug” Jirak to provide an estimate because he will offer an unbiased opinion. Rutledge will take him to look at the pond. Supervisors will create an RFP and get bids to install tile lines, remove trees, and perform other necessary work to return the area to crop ground. They will turn the project over to Thompson once they have a good idea of the scope. Rutledge confirmed the County does not need additional information from Natural Resource Conservation Service (NRCS).

The Supervisors reviewed the Fourth Quarter of Fiscal Year 2017-2018 Budget Report. Auditor announced none of the Departments exceed the FY2018 Amended Budget by Department, Service Area or Amended Appropriations. Auditor also provided Supervisors with copies of the Fiscal Year 2018-2019 Budget Report.

Motion by Carney second by Lloyd to approve the Minutes from 3 July 2018 as presented by Auditor. Motion carried on a vote: Ayes: 4 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, dropped off the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 11 June 2018. Due to the Hunter’s Safety Class, he was unable to attend this meeting.

There being no further business to come before the Board at this time, the Board adjourned at 11:55 a.m. until its regularly scheduled meeting on Tuesday, 17 July 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

17 July 2018

The Guthrie County Board of Supervisors met this 17th day of July, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 17 July 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Sheriff Marty Arganbright, Guthrie County Sheriff, joined the meeting to discuss the Guthrie County Jail Project. He passed out the revised Shive Hattery Architecture & Engineering Professional Services Agreement. Sheriff provided a copy to Tim Benton, Assistant Guthrie County Attorney, late in the day on Friday, 13 July 2018. At this time, Benton has not provided a response. Since Benton prefers an agreement for only Phase One (1), Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, redrafted the proposal. Sheriff assumes the Assistant County Attorney will review the revised Agreement. Auditor advised she transcribed Shive’s portion of her notes from the last regular meeting on 10 July 2018 and provided a copy to the County Attorney’s Office. Sheriff pointed out the revised Agreement does address Phase Two (2) through Four (4), so the County has all the necessary information about the process. Carney questioned if the revised Agreement only applies to Phase 1. Rutledge pointed out the Compensation only covers Phase 1. Furthermore, the revised Agreement specifies additional compensation for Phase 2 and Phase Three (3). Carney inquired about funding this project. Auditor advised she will account for all the expenses in Dept: 05 – Sheriff. More likely than not, she will create a new line item for the Dept: 05 Fiscal Year (FY) 2018-2019 Budget. Sheriff pointed out there was \$50,000 remaining in Dept: 05 of Fund: 0001 - General Basic of the

FY2018 Budget. He wants Supervisors to restrict these funds for the Project. Carney pointed out the terms of the revised agreement expire thirty (30) days from 13 July 2018.

Sheriff provided a brief update. He reported a vehicle sustained three (3) separate deer hits. All the damage will be fixed at the same time. Sheriff also talked about the semi accident involving the stock trailer loaded with pigs. He pointed out Guthrie's River Ruckus is the weekend of 28 July 2018. The goal is to ensure all participants and residents remain safe. Carney inquired about the expiration of the Guthrie Center Law Enforcement 28E Agreement. Sheriff confirmed it will terminate at the end of FY 2018-2019. Carney directed Sheriff to review the 28E Agreement to determine if it is necessary to make any changes. Sheriff reassured Supervisors he will discuss it with them. He stated the 28E Agreement works out well for the County and the City of Guthrie Center. The two (2) additional Deputies, provided by the 28E Agreement, enable the Sheriff's Office to provide twenty-four (24) hours seven (7) days a week coverage for the County as well as Guthrie Center. He thinks the City is happy with the services. Sheriff advised he received a check for \$5,000 from the City of Casey. He also reported there are still break-ins at unoccupied residences and buildings with contents. Sheriff recommends any resident with an unattended structure needs to secure it. Deputy Kent Gries had several arrests during the past week. Due to the overcrowded jail, the Guthrie County Magistrate released the arrestees or Deputy Gries cited and released the offender. Sheriff emphasized the Jail is full and there are two (2) Guthrie County inmates being housed in the Adair County Jail. In addition, the Jail will receive two (2) more long-term inmates on Monday, 23 July 2018. Sheriff confirmed an inmate may be sentenced to a term of confinement for no more than one (1) year in a county jail.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the contract for Bridge Replacement Project BROS-C039(90) - - 8J-39 signed by Murphy Heavy Contracting. This is the bridge East of Panora by Dennis and Kelly Mleynek's property. The Supervisors awarded the bid to Murphy during the regular meeting on 19 June 2018, and Sebern sent the contract to Murphy. The amount of the contract is \$461,000. This project is a Federal Aid project, so the funding will be eighty percent (80%) Federal Bridge Replacement funds and twenty percent (20%) local match. The late start date is 1 April 2019, and the timeline is seventy-five (75) working days. Sebern thinks Murphy probably will start on or around the late start date. Motion by Grasty second by Lloyd to approve the contract for Bridge Replacement Project BROS-C039(90) - - 8J-39 with Murphy Heavy Contracting in the amount of \$461,000. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a Secondary Roads Department (SRD) update. He reviewed all the semi-truck and trailer bids. The Volvo truck is the low bid at \$115,000. Its base bid was close to the Mack truck; however, the Volvo included an auto shift manual transmission. Dickson inquired about the number of automatic transmission in the fleet. Sebern advised SRD has one (1) other auto shift. This type of transmission works good in a semi-truck, but the operators need a fully automatic transmission in a plow truck. Furthermore, a fully automatic transmission is not worth the cost in a semi-truck. The Trail King trailer is the low bid at \$43,300. At this time, SRD plans to pull the low boy trailer with the Freightliner semi-truck. Sebern will auction the unneeded semi-truck. Dickson confirmed it will cost approximately \$150,000 for the semi-truck and trailer. Sebern advised the new road grader should arrive later in the week. The grader will come with a "V" plow and wing. Grasty inquired if a wing exceeds its life expectancy by the time SRD trades a grader. Sebern advised he sells the wing with the grader. Sebern stated SRD still is cleaning ditches southwest of Guthrie Center. SRD is using the dirt to level off a dirt road. Sebern was hoping to extend the culvert, but it was so bad, SRD had to remove it. It was replaced with a stock pipe from the SRD yard. Representatives from the Living Road Trust Fund and the Iowa Department of Transportation (IDOT) which administer the Integrated Roadside Vegetative Management (IRVM) program will be conducting an inspection. They want to see various types of projects undertaken around the County. In addition, Sebern advised the program administration recommended approval of both the Guthrie County grant requests. Since the Iowa Legislature reduced the funding, Sebern did not budget for both grants because it sounded like each County only would receive one (1) grant. The first grant is \$24,000 for the hydro-seeder. The second grant is \$15,000 for the forestry head. It is a grinder like the utility companies use in ditches. It mounts on the skid loader. Sebern needs to figure out the grant timeframe. Lloyd questioned if the head will fit on the existing skid loader. Sebern admitted the head will not work on it. SRD/IRVM will need to get a new skid loader with better hydraulics. It also will remedy other issues. Sebern will research the matter and find a good option. Carney confirmed Sebern intends to get a new hydro-seeder. Sebern pointed out the old seeder lasted a couple of years, so it gave IRVM time to determine the best type of replacement option. IRVM will get a new seeder close in size to the existing seeder, but it will be a different brand with better accessibility to parts and

service within the area. Sebern advised SRD is moving full speed ahead. Grasty questioned where Sebern is at with the Iowa Department of Natural Resources (IDNR). Sebern has not received a response yet, so he will call IDNR today. Currently, there is no large equipment to assign to the task; however, Sebern will get all the necessary information to plan the project. There was a large pour on County Road N54 (Adair Road) last week, and there will be a little pour this week. SRD continues to work with the utility companies. Sebern advised there is damage on Redfield Road. He has a good working relationship with the company and will work with them to fix it. The "Patchers" will be available in August 2018. The company will pay for the patching. Carney talked about the slurry on White Pole Road. He cannot find the edge. Dickson concurred it is fairly level. The slurry is functional but not pretty. The contractor is grinding off the bumps today. Grasty inquired about the long-term plan for the bridge over Middle River on White Pole Road near the City of Casey. Sebern advised nothing is planned for the near future; although it does need work done to it. Grasty confirmed the contractor installed the pilings west of the City of Menlo. Carney inquired if there will be new utility poles along White Pole Road. Sebern advised numerous utility companies are working in the area. Rutledge confirmed IRVM is actively spraying ditches. Sebern stated IRVM is mowing, spraying and seeding right now. He verified Steve Stringham is the supervisor. He advised IRVM has detailed maps and records of all the spraying.

Supervisors reviewed the Annual Report of Marci Schreck, Guthrie County Treasurer, for the Period of July 1, 2017 – June 30, 2018. Motion by Rutledge second by Lloyd to approve the Annual Report of Marci Schreck, Guthrie County Treasurer, for the Period of July 1, 2017 – June 30, 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor provided a letter from Lynne Hansen, Executive Director, Region XII Regional Housing Authority, requesting the Supervisors reappoint Karen Burchfield as the Guthrie County Representative to the Region XII Regional Housing Authority Board of Directors per the terms of the Joint Power Agreement. Ms. Burchfield is willing to continue as the County's representative. Motion by Lloyd second by Grasty to reappoint Karen Burchfield as the Guthrie County Representative to the Region XII Regional Housing Authority Board of Directors for a new term effective 1 October 2018 through 30 September 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed pending county projects. Lloyd inspected the trees at 110th Street and Victory Road. Lloyd verified SRD will trim the trees. Brandon Thompson, Guthrie County Facilities Manager joined the meeting. He provided an update on the floor in the Garbage Building at the Guthrie County Transfer Station (TS). The contractor installed the new section of floor, and TS is using it. He advised some portions of the old floor are eight inches (8") thick while other sections are five inches (5"). Thompson ensured the new section is a good eight inches (8") thick. As the contractor removed the old floor, a small section outside the repair area cracked, so he removed it. He replaced an additional eight feet by ten feet (8'x10') section. Thompson fixed the exhaust fan which no longer worked in the Garbage Building. Thompson advised fence contractors are examining the fencing project. Two (2) contractors will visit the site this week. At this time, there is nothing else to report about the fence. Thompson will report back to Supervisors next week. Thompson anticipates he will have bids as well as an agreement in the next couple of weeks. Rutledge verified the current fan is a manual fan. Thompson explained he wants to install another fan which blows into the building to pressurize it. There already is an opening cut for louvers. Thompson serviced the Telehandler. He created monthly, weekly, and daily checklists, so TS staff can stay ahead of the service. He will do the same with the new mower. The contractor almost is finished with the Guthrie County Courthouse roof. Thompson plans to do a quick inspection with the contractor this morning. He did receive a couple of complaints regarding the odor from the glue. Thompson continues to work on the new Adair/Guthrie County Emergency Management Agency (EMA) Office. Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, wants temporary access to the space for Ruckus. Thompson advised Rob Tallman is at Boiler recertification training this week. Thompson along with Ron Allen, Guthrie County Custodial Supervisor, are going to Boiler continuing education training on Thursday, 19 July 2018. Thompson advised things are functioning decent at TS. A great deal of items were cleaned up in preparation for the new floor. Thompson does not want items to pile up again. Carney verified Tallman needs to renew his Boiler certification. Thompson wanted Tallman to go through the recertification class as a refresher too. Carney inquired if there were any complaints about TS being closed during the week. Thompson thinks there were a couple of complaints. TS told the complaining parties about the option to haul garbage to the Carroll County Landfill for a discounted rate. Thompson advised TS staff was busy on Wednesday, 11 July 2018. They loaded out four (4) trucks. Dickson suggested Thompson plan a maintenance shut down for TS once a year. Thompson concurred with him.

Rutledge briefed Supervisors about EMA Meeting on 12 July 2018. Kempf brought up the idea of a succession plan. He questioned what will happen when he retires. The current Dept: 69 - Emergency Management Services FY2019 Budgeted includes funding for part-time hours to cover Kempf, if he is unavailable or simply needs help. Kempf agreed to gather the information and report back to the Commission. Rutledge stated the Counties need to think about a succession plan. Since Kempf may have to request additional funding for the part-time position, the Commission must understand the needs and requirements. Rutledge pointed out the mandate for formal training only came about in the last several years. Previously, Coordinators learned their skills through training and seminars. Rutledge acknowledged Kempf has a great deal on his plate with training as well as other requirements. This position has evolved over time. Lloyd pointed out Kempf has been involved in the emergency management system for years.

Motion by Carney second by Rutledge to approve the Minutes from 10 July 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 30 June 2018 – 17 July 2018 in the amount of \$730,186.32. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 17 June 2018 – 30 June 2018 as well as the Courthouse and Assessor Payroll Reports for 23 June 2018 – 6 July 2018. Auditor advised the Courthouse and Assessor Payroll is split between FY2018 and FY2019, so only half of the pay period accrued to FY2018. SRD Payroll is two (2) weeks behind, so it all accrued back to FY2018. From this point forward, all Courthouse and Assessor employees pay periods will end one (1) week prior to the week of pay day. In addition, the work week will start on Saturday.

There being no further business to come before the Board at this time, the Board adjourned at 11:12 p.m. until its regularly scheduled meeting on Tuesday, 24 July 2018. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

24 July 2018

The Guthrie County Board of Supervisors met this 24th day of July, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd, and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:05 a.m.

Motion by Rutledge second by Carney to approve the Agenda for 24 July 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Sheriff Marty Arganbright, Guthrie County Sheriff, and Tim Benton, Assistant Guthrie County Attorney joined the meeting to discuss the Shive Hattery Architecture & Engineering Professional Services Agreement. Chief Deputy Jeremy Bennett and Deputy Michael Herbert were also present for the discussion. Benton stated he was asked to review the Agreement regarding Phase One (1) of the Guthrie County Jail Project. He handed out a memo containing proposed additional language for the Agreement. He expressed concerns about the initial proposal locking the County into more steps than Supervisors want at this time. He proposed additional language stating the Agreement does not require the County to engage Shive for further services beyond Phase 1. Supervisors concurred with this recommendation, so Benton will forward the language to Michael S. Lewis, Institutional Team Leader, Shive Hattery

Architecture & Engineering. Benton advised the remaining proposed paragraphs are boiler plate gleaned from other legal materials. Benton pointed out he wants Lewis to acknowledge Shive is an independent contractor, and its people shall NOT be considered employees of the County. Benton also wants Shive to maintain the appropriate insurance coverage and provide certificates of insurance. In addition, he wants Shive obligated to hold in trust and confidence any confidential and/or proprietary information. Finally, Benton wants the Agreement to specify it is governed pursuant to the laws of the State of Iowa with venue in Guthrie County. Benton had several questions for Supervisors. The Agreement calls for the designation of a project representative. Benton pointed out this person will have the authority to act on behalf of the County. He explained Lewis will call this person for immediate answers, if an issue arises, so Lewis does not have to wait for a decision from the Supervisors. Benton wants Supervisors to realize the project representative will have full authority to act on behalf of the County. Therefore, Supervisors need to consider this fact when they select a person. Grasty asked about directing all questions in Phase 1 to Sheriff. Rutledge inquired if the project representative can change after Phase 1. It is Benton's opinion any decisions beyond Phase 1 shall be part of a separate agreement. He pointed out paragraph two (2), Additional Service Considerations, under Scope of Services. This paragraph authorizes additional work through a contract amendment. Benton thinks Supervisors should enter into a separate contract for the next Phases. Shive only should be allowed to undertake separate services after it enters into a new contract with the County. Benton suggested Sheriff should be the project representative for Phase 1. If Supervisors execute a separate contract for Phase Two (2) and beyond, Supervisors may designate a new project representative. Supervisors concurred Sheriff should be appointed project representative for Phase 1. Benton inquired about the format of the Phase 1 end product. Auditor advised it will be a "bound" document. Benton asked about a projected completion date. Supervisors believe Phase 1 will take approximately two (2) months. Grasty thinks Lewis will make three (3) trips to the County, so he can compile all the necessary information. Benton wondered if there should be a specific end date. Carney wants to leave the Agreement without a date certain in case issues arise during Phase 1. This will provide Shive with flexibility, so there is no reason to rush the job. Benton agreed Supervisors should give Shive plenty of time to do the work, so the County obtains all the necessary information to make an informed decision. Benton inquired about the Fee Schedule as well as the expenses required for Phase 1. Benton asked if these expenses extended beyond mileage. Supervisors advised there will be no lodging expenses. Auditor pointed out Lewis is willing to state the only anticipated expense is mileage. Benton assumes the County will pay for computer generated presentations. He also advised he has not spoken to Lewis. Benton confirmed Shive will charge the government mileage rate. Supervisors have no objection to language stating Shive shall not exceed a specified amount. Benton emphatically advised against the County consenting to the waiver of liability set forth in the Other Terms section; especially, if the Project progresses beyond Phase 1. He recommends Shive strike those two (2) paragraphs. Rutledge directed Benton to draft a document setting forth all the proposed changes and send it to Lewis. Benton is willing to do it. Supervisors agreed to all the proposed changes. Sheriff clarified the Agreement is for only Phase 1. Benton directed Supervisors to think about the bullet points under the Fee Types in the Compensation section. Benton pointed out it will cost \$28,000 if Supervisors only complete Phase 1. There will be no credit unless the County moves forward with Shive for the remainder of the project. Supervisors and Benton briefly discussed the cost. Benton was confused about the cost for the Pre-Bond scope of services. Rutledge pointed out the initial cost for the project was \$28,000. Auditor directed Benton's attention to paragraph two (2), Additional Service Considerations, under Scope of Services. It says Phase 2 will cost \$7,000 and Phase 3A plus 3B will be \$3,500 each. Carney's notes from the original presentation indicated the total will be \$28,000. In particular, the Needs Assessment will cost \$14,000 and the Plan along with the Bond Assistance will cost \$7,000 each. Benton will work with Auditor to clarify facts from Lewis' last presentation. He also will contact Lewis. Sheriff thinks Lewis will be receptive to proposed changes. Carney confirmed Benton approves of the Agreement subject to the recommended changes. Sheriff thanked Benton for taking the time to review the agreement. Benton left the meeting.

Sheriff briefly discussed the Guthrie County Jail Project. Lloyd inquired about the public touring the existing Jail. Sheriff advised the public is welcome to tour the facility. Grasty stated he spoke with individuals about the regulations as well as the fact Guthrie County cannot hold certain inmates. Sheriff pointed out he has not held female inmates for the last three (3) months because the Jail is full of male inmates. Since there is no room for females, the Guthrie County Magistrate releases female offenders on their own recognizance. Sheriff also expressed concern about the Jail being full with Guthrie's River Ruckus this weekend. Sheriff talked about relocating a female staying in the Dallas County Jail because she caused problems. He also advised there will be more inmates arriving because multiple defendants need to serve sentences. Sheriff advised his staff does a really good job eliminating problems. They try to separate inmates which do not get along to avoid possible conflicts. Sheriff thinks it is a good step to move forward

with Phase 1. Sheriff advised Sheriff Chad Leonard, Dallas County Sheriff, is willing to meet with Supervisors. Sheriff will invite him to a Board of Supervisors Meeting. Grasty suggested Shive complete Phase 1 first, and then Supervisors can meet with Leonard. Sheriff concurred with this plan. Grasty also wants the Guthrie County Jail Committee to meet with Leonard. Carney confirmed it will take a minimum of three (3) years to build a new jail. He questioned what Sheriff will do in the meantime. Sheriff explained he will need to house inmates in other Counties during the interim. Grasty confirmed there are seventeen (17) beds in the Adair County Jail. Carney inquired about the Cass County Jail. Sheriff thinks it is too far away. Sheriff talked about inmates needing medical attention once they are in jail. Lloyd asked if Shive will pad the price, so the County can make cuts, if the first bond referendum is unsuccessful. Lloyd does not want to overprice the new jail, but in turn, he does not want to be forced to cut too much out of it. Grasty advised Carroll County proposed a modular jail. Sheriff pointed out the price for Carroll County's proposed jail already increased and the bond referendum is not until November 2018. Sheriff advised Leonard stated some citizens will never agree with the jail project. Others may not vote for it, even if they understand it. Public does not understand why inmates have certain rights. Grasty acknowledged he and the Sheriff have a difference of opinion regarding meals. Sheriff pointed out the Iowa Legislature passed laws mandating how a sheriff shall run a jail. Rutledge concurred law-abiding citizens will not want to spend the money. Grasty pointed out Legislators want low tax levies but continue to push unfunded mandates on the Counties. Sheriff reiterated he must adhere to Iowa Code Chapter 50 which sets forth the jail standards. He also emphasized it is very important to have a jail in the County. Grasty prefers to keep the jobs in Guthrie County and not provide employment opportunities for other Counties. Sheriff advised the Jail is full along with the warrant drawers. Lloyd was surprised by the amount of congestion in the Jail when he toured it. Grasty pointed out the bottom line is the Sheriff and County are stuck with the situation. Rutledge stressed there are costs and manpower issues associated with housing inmates in other Counties. Sheriff advised he works well with the other County Sheriffs. Carney confirmed the current Guthrie County Courthouse was built in 1963.

Sheriff provided a brief update. There was a flash mob theft at the convenience store in the City of Casey. He explained there were so many people in the store, the employees could not keep track of everyone. Furthermore, participants knocked items off the shelves to cause a distraction. He advised White Oak Station bought out the convenience store because it was a smaller store which did not meet the larger chains' minimum profit requirements.

Supervisors examined the Fiscal Year (FY) 2018-2019 County Substance Abuse Prevention Services Contract. This Contract authorizes the Iowa Department of Public Health (IDPH) to provide funds to Guthrie County for county-operated substance abuse programs. It sets forth the terms and conditions to facilitate the administration of the County Substance Abuse Programs FY 2019 Grant awarded by IDPH. The County contracts with New Opportunities, Inc. to administer the programs. This Contract is commensurate with the contract reviewed and approved by Benton last year. Motion by Rutledge second by Lloyd to approve and authorize the Auditor to electronically sign the Fiscal Year 2018-2019 County Substance Abuse Prevention Services Contract. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Year End Report for Fiscal Year 2017-2018 County Substance Abuse Prevention Grant. Said report sets forth the Service Area, Project Workplan Goals, Objectives and Activities. Motion by Rutledge second by Carney to approve and the Year End Report for Fiscal Year 2017-2018 County Substance Abuse Prevention Grant. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors looked over the Veteran Affairs Commission Quarterly Report ending June 2018. Motion by Lloyd second by Rutledge to accept the Veteran Affairs Commission Quarterly Report ending June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented a revised letter from Rachel Chase, Business Manager, Herald Publishing Company, correcting the new title of the merged publication. She originally announced the title as the Guthrie Center Times Vedette. She subsequently discovered the correct name is the Guthrie County Times Vedette. Motion by Carney second by Lloyd to correct the designation to the Guthrie County Times Vedette along with The News Gazette as the official newspapers for Guthrie County per Iowa Code Section 349. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed pending county property projects. Jotham Arber, Guthrie County Public Health (PH) Director and Transfer Station (TS) Executive Director, along with Brandon Thompson, Guthrie County Facilities

Manager, joined the meeting. Thompson advised the Guthrie County Courthouse roof is complete and the contractor is picking up all the materials. Thompson is researching the cost to replace the overhead doors on the Blue Building at TS. Staff cannot safely and efficiently access the building through the current doors. Two (2) contractors visited TS and examined the fences. The contractors walked the area with Thompson. He also provided a copy of the aerial map with the fence diagrams. Thompson proposed a barbed wire fence with alternating steel and wood posts in a two to one (2:1) pattern. The bottom wire shall be fourteen inches (14") from the ground. He also requested bracing on the east and north fences. Thompson briefly discussed the perimeter fence with the two (2) high tensile wires. Thompson received a bid from each contractor. The bids address the type of materials to be used as well as removal of the old fence. The contractor shall ensure the County's pasture tenant receives all his posts. Thompson advised the tenant is aware of the timeline. Grasty confirmed the contractor will construct the fence with all new materials. The contract will specify what the contractor shall do with the old posts. Arber advised the County can junk or salvage the old post. He also is willing to give the old posts to the tenant. Thompson will look at the old posts and decide how to proceed with the matter. Arber confirmed the new fence location will add extra acres to the pasture. Thompson stated he walked the area with the contractors, so there is no confusion. Thompson is comfortable with the two (2) contractors. Arber advised the County needs to finish the perimeter fence around the Guthrie County Landfill because it is time to renew the TS Permit. Arber advised the Guthrie County Public Health Building does not have a storm shelter. The closest shelter is the Guthrie County REC storm shelter. Supervisors acknowledged the Guthrie County Secondary Roads Department (SRD) erected a similar structure. In addition, there is a cave at TS. Arber passed around a packet with a proposed storm shelter. He is researching options. Arber advised a storm shelter must be fastened to a twelve inch (12") slab of concrete with piers under it. He wants to erect it next to the entrance of the PH Building. Rutledge inquired about grants. Arber advised he is researching grants as well as the option to use emergency preparedness funds. He does not anticipate the need to request a budget amendment to finance the project. Rutledge confirmed it will cost approximately \$10,000. In his opinion, PH needs it. Carney questioned the need to install electricity in the shelter; especially if a tornado wipes out the power lines. Thompson explained there must be low voltage lights as well as a ventilation system. Arber advised PH has a small generator. Rutledge pointed out there may not be a loss of power during a storm. Arber may speak with surrounding business about utilizing the shelter and contributing to the cost. Grasty asked if Arber looked at the Tire Disposal Policy. Arber will present a revised policy during the next regular meeting on Tuesday, 31 July 2018. Rutledge inquired about the Guthrie County Health Fair. Arber stated eighty (80) families attended the Fair, so there were approximately 100 to 125 people. PH handed out one (1) pass to each family. Carney was in the Dunk Tank. Rachel Rumelhart, PH Intern, will give an overview at the next regular meeting. Arber stated there was a Bounce House, Dunk Tank, live music, and food. PH gave away radon kits as well as water test kits. The car set checks went well too. Arber thinks the Fair was a great success. Next year the fair will be in the City of Panora and the year after, it will be in the City of Stuart. Arber plans to hold the Fair in a different City each year to increase interest. He admitted PH needs to rethink when it holds the raffle. Rumelhart will announce the winners at a later date. Arber stated PH might try to do car seat checks at other locations like pre-school roundup.

Motion by Rutledge second by Carney to approve the Minutes from 17 July 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, joined the meeting to discuss concerns about Ruckus. He met with Guthrie County Hospital, the City of Guthrie Center Administrator as well as the County's insurance agent. Kempf has not received a copy of the Emergency Operations plan. Grant Sheeder, Coordinator for Guthrie's River Ruckus, told Kempf he will send out the Plan tonight. Kempf offered to help Sheeder prepare the Plan, but he declined the offer. Kempf reminded Sheeder of all the things Kempf did behind the scenes. Sheeder reassured Kempf he took care of everything. Kempf assured Supervisors he will do what is necessary to protect the participants including monitor the weather. Rutledge confirmed the County has no liability regarding the Plan. Kempf reiterated he has not seen the Plan yet. Kempf advised he plans to carry out his normal operations. Carney verified Kempf handled the emergency operations for the Guthrie County Fair. Since this is a private event, Kempf advised Sheeder can prepare the Plan. Kempf did prepare the Plan in the past and ensured it met all the criteria. Kempf briefly explained the contents of the Plan. Carney inquired about the new 700 Megahertz (MHz) radio system. Kempf advised it will cost \$5 million to \$8 million to upgrade the entire system throughout the County. Kempf already collected a list of approved users for Adair and Guthrie Counties. He plans to start buying radios. Each radio will cost \$3,000 to \$5,000. Kempf assumes the County will never be completely converted to the 700 MHz system.

He advised other Counties are adopting general obligation bonds to pay for it. Kempf advised it cost Dallas County approximately \$8,400,000 to convert its system. Guthrie County will have a patchwork system. The goal is to convert all the law enforcement radios. At this time, there is no paging system available for 700 MHz. Kempf assumes a company will manufacture pagers as soon as there is a large enough market. Dallas County gave Guthrie County a 700 MHz radio, so Guthrie County can communicate with Dallas County. Kempf advised it is possible to patch 700 MHz to Very High Frequency (VHF) and vice-versa. Kempf advised the County can take some interim steps. Carney inquired about the advantages of 700 MHz. Grasty confirmed the County will need to spend money on 700 Mhz upgrades in the future. Kempf will continue to make sure all the entities can communicate amongst themselves. This includes SRD, the Cities, the Schools and the Utilities. Kempf was complimented on the Application he submitted to reserve frequencies on the 700 MHz system because he accounted for the future as well as the big picture. His Application was the first application approved by the State. Since he was the Applicant, he is the Administrator of the 700 MHz system for Guthrie County. Kempf plans to meet with the Sheriff to iron out a usage plan. Kempf has a spreadsheet to assign the frequencies. Kempf advised he asked EMA to hire a part-time person because he continues to be very busy. He averages sixty to seventy (60-70) hours per week. In addition, he has no time to attend City Council Meetings. Furthermore, there is no money in Dept: 69 - Emergency Management Services of Fund: 4000 - Emergency Management Services to pay for overtime. Also, Kempf has accrued the maximum amount of Compensation Time. Kempf advised he is six (6) years from retirement. Kempf emphasized EMA needs to develop a succession plan. Kempf provided examples of EMA Coordinators retiring or leaving the position with no succession plan. Kempf advised EMA started discussing the matter in April 2018. He has several ideas. Furthermore, he does not think a plan will necessitate more money from the Counties. He can shift funds already in the Budget. Kempf continues to work through the specifics. Kempf emphasized the need to start teaching, training and preparing another person now. Kempf plans to do it within the existing Budget. Kempf has funds from which he pays a part-time person to cover for him, if he is out of the area or otherwise unavailable. EMA needs to decide its level of investment now. Kempf just completed the five (5) year strategic plan. He is thinking ahead, so EMA is ready when it is time. Kempf explained EMA has the authority to hire and fire as well as coordinate the manpower. Kempf thinks everything will work out this weekend. He just wanted to keep Supervisors apprised of the situation.

There being no further business to come before the Board at this time, the Board adjourned at 11:01 a.m. until its regularly scheduled meeting on Tuesday, 31 July 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

31 July 2018

The Guthrie County Board of Supervisors met this 31st day of July, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 31 July 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Tim Benton, Assistant Guthrie County Attorney, along with Sheriff Marty Arganbright, Guthrie County Sheriff, joined the meeting to discuss the revised Shive Hattery Architecture & Engineering Professional Services Agreement. Benton passed out a copy of the revised Agreement. Lewis was agreeable to the changes and sent the revised version

on Friday, 27 July 2018. Lewis amended Paragraph 2, Additional Service Considerations by Separate Agreement, of Scope of Services, to state any additional services requested by the County will be provided through a separate contract. Benton reminded Supervisors he advised against any waiver of liability and limitation on damages language in the Agreement. Lewis indicated the parties will need to revisit the pricing, if this language is omitted from the Agreement. Since Phase One (1) only includes evaluations, gathering data, and site inspections, Benton is willing to leave the language in this Agreement. In Benton's opinion, it is not a "big deal" because this is not a construction contract. Benton stated the County reserves the right to object to this language in future agreements. If Supervisors proceed with Shive, Lewis wants to revisit the matter for future agreements. Lewis acknowledged the County has the right to object to the language and is willing to discuss it. Lewis provided Benton with this Agreement. Benton advised everything is in order with it, and Supervisors can enter into this Agreement with Shive. Motion by Lloyd second by Carney to approve and sign the Shive Hattery Architecture & Engineering Professional Services Agreement which enters the County into the Phase One (1) Agreement at a cost of \$14,000 plus expenses. Motion carried on a vote: Ayes: 4 Nays: 0.

Rutledge arrive at 9:06 a.m..

Sheriff provided a brief update. Grasty inquired about last weekend. Sheriff advised the Guthrie County Sheriff's Deputies arrested some offenders, but not because of Guthrie's River Ruckus. The arrests were the result of methamphetamine distribution charges. The offenders were not local residents. The female is being housed in the Dallas County Jail. The two (2) males are in the Guthrie County Jail. Sheriff explained the inmates Skype with the Guthrie County Magistrate to do their initial appearances. Sheriff's Office also is dealing with a mental health committal. The individual currently is at the Guthrie County Hospital because there are no beds available at any of the facilities. Deputies were at the Hospital all night. The Hospital as well as Breanna Morman, Coordinator of Disability Services for Guthrie County, still are trying to find a bed this morning. Sheriff stated he is frustrated with the committal process. He confirmed Morman utilized Mobile Crisis to try and find a bed. Sheriff explained his staff coordinates with Moore, and she works the system. Sheriff stated there were large crowds at Ruckus. The weather was great, and the campground was full. There were a few ambulance calls. Sheriff thinks the Iowa State Patrols' (ISP) presence helped minimize issues. There only were one (1) or two (2) arrests because of Ruckus. Sheriff pointed out there was a new security group. In Sheriff's opinion, as long as the participants stay safe and nobody gets hurt, the event was successful. Sheriff explained ISP covers Ruckus and the Deputies patrol the County. Rutledge pointed out the Sheriff's Office does not have enough man power to handle the event, so it is a good deal Sheeder hires outside assistance. Sheriff mentioned Lake Panorama Days is this weekend. Rutledge asked if the City of Panora still hires the Guthrie County Reserve Deputies. Sheriff confirmed ISP will monitor the Highway 141 Garage Sales.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting. Garland presented the July 2018 Information Technology (IT) Report. Garland explained the Report is missing the traffic graphs. The server which monitors the traffic crashed yesterday, so Garland could not provide the history for the past month. The Server will start to graph everything moving forward from the crash. Garland advised GCC updated the anti-virus security sweep. It will improve the forward software compatibility. The County is in a better place now because the anti-virus software should be compatible with the updates. In addition, the County gained thirty gigabytes (30 GB) of data as a result of GCC changing the way it handles updates. Garland advised the servers are positioned for Tyler Technologies to move forward with the Eagle Recorder System conversion. GCC replaced the UPS Battery Backup Unit which failed for the Guthrie County Sheriff's Office. Garland confirmed the equipment was moved back onto it. Garland notified Unplugged Wireless too, so it can finish moving equipment. Carney asked about the health of the Image Server. Garland explained the data available on the Server is fine because the files are stored in the Tagged Image File (TIF) format, so the files are small. Carney inquired about freeing up space on the servers. Garland reminded Supervisors, when GCC took over, the Guthrie County Board of Supervisors did not want anything stored in the "Cloud" or other type of third level storage. GCC accounts for additional storage in its planning, so it can continue to store the old data. Garland stated the Tyler Server, Win 2k3, is the priority. It needs to be updated since it still runs Windows 2003. Garland explained GCC spun up a new server for Eagle. The Win 2k3 server will move to this larger server with room for three (3) years of storage. Garland pointed out the Guthrie County Treasurer uses the Image Server. She pays an annual support fee to Imagetek Papervision.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to award the bid for the Guthrie County Transfer Station's fence project. He handed out copies of the bids. Grasty confirmed both companies bid the same items. Sunds Custom Fencing bid \$6,865.97 and Willms Fencing LLC bid \$5,053.70. Thompson advised both bidders looked at the fence plus he provided the aerial drawing. Thompson requested twelve feet (12') spacing with alternating steel and wood posts in a two to one (2:1) pattern. The bottom wire shall be fourteen inches (14") from the ground. He also specified six (6) braces and anchors on the east fence as well as four (4) on the north fence. The pasture fences shall have six (6) strands of barbwire. The contractor also will install new wire on the existing posts west of the buildings to straighten the posts. Thompson pointed out some of the posts already have two (2) high tensile wires. Thompson stated the bids are based on these parameters. The successful bidder will work with the Landfill Pasture Tenant to replace the existing fence. Carney confirmed the pasture fence will be barbwire, and the perimeter fence will be high tensile wire. Thompson pointed out the new fence configuration will increase the size of the pasture. Thompson thinks the prices are fair and both bidders will do a good job. Rutledge confirmed the bids are "apples to apples". Thompson replied the bids are within a few posts. Carney asked when Willms can start working on the fence. Thompson thinks Willms can do it within the next three to four (3-4) weeks. Thompson pointed out he needs to prepare the contract and get Benton's approval before Supervisors to sign it. Rutledge asked if there is a generic contract. Thompson stated they have not finished it. Carney asked if the bid/request for proposal (RFP) can serve as the contract. Thompson stated there needs to be more details in the contract. He also needs a copy of the contractor's liability insurance. Motion by Carney second by Rutledge to accept the bid and award the contract for the Guthrie County Transfer Station's fence project to Willms Fencing LLC at a cost of \$5,053.70. Motion carried on a vote: Ayes: 4 Nays: 0.

Thompson provided a Facilities Management update. Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator is moving into his new office at the Guthrie County Public Health Building. He set up a temporary workspace, so he could be on standby for Ruckus. Kempf has internet connectivity now. Thompson almost is finished with Kempf's new Office. Thompson stated Schafer Roofing finished the Guthrie County Courthouse roof. Thompson had Cory Schafer execute a Lien Waiver when he picked up the check. Thompson stated he authorized Schafer to fix a few extra issues. It will cost less than \$1,000, and Schafer will submit a bill. Schafer discovered the issues when they pulled up the existing roof. Thompson said this is not unusual with an old roof. Thompson and Tallman continue to work on little repairs at Transfer Station (TS). Thompson talked about replacing the doors in the Blue Building. He plans to construct a shop and install a heater in the building too. Carney asked about a skid loader. Thompson is considering wheels versus tracks. He is researching the price of scratch and dent or demonstration models. He wants a loader which will perform and take the abuse. He confirmed TS still needs a skid loader because there is a great deal of work for it. In addition, a skid loader will help limit the wear and tear on the telehandler because it can remain in the Garbage Building. Rutledge inquired about extendable arms. Since the Guthrie County Engineer is looking for another skid loader, Rutledge asked if Thompson considered that old skid loader. Thompson does not want it because it does not have extendable arms. He wants a loader which can fill higher trucks. Thompson will continue to research the matter and report back to Supervisors. Thompson and Supervisors briefly discussed tracks versus tires. Thompson acknowledged a solid rubber tire does not have as large a footprint as a track. Thompson wants to use the skid loader for multiple purposes, and a track loader can be used for any and all of his intended purposes. Thompson admitted it is expensive to fix a broken track, but the under carriage is built to take the abuse. Thompson advised Star Equipment, LTD. is willing to work with the County and allow him to try the various options.

Jotham Arber, Guthrie County Public Health Director and Transfer Station Executive Director, joined the meeting along with Rachel Rumelhart, Public Health Intern, to present the overview of the Guthrie County Health Fair. Arber introduced Rachel Rumelhart. She provided handouts about the Health Fair. Arber stated there are pictures and videos on Public Health's Facebook page. Rumelhart stated the event occurred at the AC/GC track on 21 July 2018 from 4:00 to 7:00 p.m. There were nine (9) stations – Guthrie County Public Health (PH)/Passports; PH Nurses; Guthrie County Hopes Program; Guthrie County Environmental Health; Lakeshore Family Dentistry; New Opportunities; Guthrie County Hospital; Allen Family Chiropractic and Car Seat Checks. Businesses throughout the County donated prizes for the drawing. As participants visited the booths, they received a sticker to participate in the drawing. Twenty-eight (28) people won prizes. There were numerous sponsors which donated money or food. Several organizations and people volunteered to work at the event, including the Royal Neighbors and Twyla Brede. Ms. Brede painted faces. A complete list of donors is available at PH. Rumelhart estimates the event raised \$1,100.

Approximately 100 people attended the event. Many people came for the grill-out. The AC/GC Cheerleaders worked at the grill-out for a free will donation from the public and raised \$225.46. The AC/GC Booster Club allowed PH to use the concession stand to store food and supplies. Tiffany Arber made the T-Shirts as well as almost all of the logos for the flyers and posters. PH used its three dimensional (3-D) printer to make the signs. Arber and Rumelhart think the event was a good success. PH did not spend any County funds as the event raised more than enough money to cover all the expenses. PH donated the leftover food. Arber thanked Rumelhart for her hard work. In his opinion, the intern program at PH is a phenomenal success.

Arber presented the Guthrie County Transfer Station Tire Intake and Fees Policy. He passed out a copy of the Policy. After researching the matter, Arber determined other transfer stations charge per pound. Grasty thinks this is a good idea since the Guthrie County Transfer Station (TS) is charged per pound to dispose of the tires. Arber advised Chaplain Tires is the designated tire disposal contractor, and it charges ten cents per pound (\$0.10/lb) or \$200 per ton. Therefore, Arber set the current per pound rate at eleven cents per pound (\$0.11/lb) to cover any handling expenses. Arber explained TS stores the tires for approximately two (2) months or until the tire storage area is full. Chaplain removes the tires and transports same to a rubber recycling facility. Arber plans to convert the old office in the Garbage Building into the tire storage area. He will review the current per pound rate as well as the Policy annually. Arber pointed out the Policy sets forth the specific procedures for intake and disposal of tires. Grasty inquired if the Policy addresses wheels/rims. Arber thinks the per pound rate charge will cover the cost to dispose of wheels/rims. Arber explained TS does not dismantle the tires. Chaplain takes the wheels/rims with the tires. There is an additional processing fee. Lloyd thinks it looks good at TS. Arber advised staff is working hard to keep it nice. Rutledge questioned if eleven cents (\$0.11) is a high enough rate. Arber stated it is the same rate charged by the Audubon County Transfer Station. Furthermore, he does not think there is much overhead. Arber explained the customer weighs the load upon entering TS. Staff inspects and cleans the tires, if necessary. Therefore, Arber does not think TS needs to charge a higher rate. Grasty expressed concerns about finding tires in the road ditches, if the rate is too high. Carney wants to ensure Arber covers the costs, including the time spent handling the tires. He also asked about the need to increase the rate if the tires are wet and/or filled with water. Arber pointed out he set the intake rate based on the disposal rate, but he will do a cost analysis. Carney expressed concerns about "breaking even". Arber stated he wanted to set a policy first, so everyone knows the rules. He can re-evaluate the cost at a later date. Grasty concurred with Arber. TS can implement the proposed rate and increase the price later, if necessary. Arber will do a quarterly audit and revisit the matter. Lloyd inquired if it will benefit TS to remove the rims as scrap metal. Grasty expressed concerns about the cost to do it. Arber thinks it poses the same conundrum as demanufacturing due to the labor costs. In short, it is better to have the designated tire disposal contractor get rid of the tires and rims. Arber thinks citizens are more likely to reduce the weight by removing the rims, if TS charges per pound rather than a convenience fee. Grasty does not think eleven cents (\$0.11) will cover the cost to remove the rims. Arber pointed out TS does not take in many rims each month. Guthrie County Secondary Roads Department (SRD) usually brings the most rimmed tires. SRD finds these tires in road ditches. Farmers only tend to bring tires. At this point, Arber just wants Supervisors to adopt a policy. He will do a cost analysis at a later date. He pointed out the Policy states tire intake will be charged at a rate per pound as determined by Supervisors during the annual review of rates. Therefore, Supervisors can change the rate, if necessary. Arber will base the rates on quarterly reviews. Carney agrees with the per pound rate. Arber assured Supervisors the rate will cover the cost to dispose of the tires. Motion by Rutledge second by Carney to approve the Guthrie County Transfer Station Tire Intake and Fees Policy. Motion carried on a vote: Ayes: 4 Nays: 0.

Arber discussed renewal of the Guthrie County Transfer Station Permit. He is working with Cindy Turkle, Turkle Clark Environmental Consulting, to complete the process. Currently, TS is permitted to accept 6,500 tons. Arber opted to raise the limit to 8,000 tons. He may need to increase the limit even more in the future. The goal is to ensure TS does not accept more waste than allotted in the permit. Arber advised he also left demanufacturing in the plan, but he does not intend to renew the license. Grasty does not think TS should mess with it. Arber will re-evaluate the issue and determine if it is possible to charge more for demanufacturing. If not, it is not cost effective to do it. Arber will leave it in the plan, so he can reactivate the license, if necessary. Arber advised he is investigating the septic holding tank in the truck bay. He thought it was a sump pit, but actually it drains to a tank in the pasture. Arber wants to remove the pasture tank and replace it with a sealed pit. The pit will need to be pumped more frequently. Arber is working with the Iowa Department of Natural Resources (IDNR) on this matter. TS also needs to replace the cracked septic risers.

Supervisors talked about the National Incident Management System (NIMS) FFY2018 Statement of Compliance. Rutledge talked to Kempf about the matter. The deadline for the 2017 compliance check is today. Rutledge wants to table approval of the Statement. He has a couple of ideas about requiring new employees to complete the training. Rutledge directed Auditor to add an item to the Agenda for the next regular meeting regarding a policy for completion of NIMS training during an employee's probationary period. In his opinion, the compliance with NIMS should be part of an employee's successful completion of the probationary period. The policy will apply to all regular full-time and part-time employees. Auditor stated she is unsure if Elected Officials and Department Heads require part-time and seasonal employees to complete a probationary period. Rutledge emphasized the County must be compliant in order to receive Federal Emergency Management Agency (FEMA) funds. Grasty suggested Supervisors schedule a meeting with Elected Officials and Department Heads to discuss the importance of NIMS compliancy. Motion by Rutledge second by Carney to table approval of the National Incident Management System (NIMS) FFY2018 Statement of Compliance. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no additional discussion about any county projects.

Supervisors reviewed the Secondary Roads Department Payroll Report for 1 July 2018 -14 July 2018, Courthouse Payroll Report for 8 July 2018 - 21 July 2018 as well as the Assessor Payroll Reports for 7 July 2018 – 20 July 2018.

Auditor briefed Supervisors about issue with numerous employee's not receiving new insurance cards. She talked with fellow Auditors at the Iowa State Association of County Auditors (ISACA) Summer Conference. Guthrie County seems to be the only County experiencing an issue. Auditor also discussed the matter with Cindy Allen, Iowa Governmental Health Care Plan (IGHC) Group Liaison, multiple times. At this point, Auditor's Office is requesting and receiving temporary insurance cards for specific individuals. The issue primarily impacted SRD.

Motion by Rutledge second by Carney to approve the Minutes from 24 July 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0

Auditor and Supervisors had a brief discussion regarding use of the postage meter. All Departments in the Guthrie County Courthouse are using it now. The Auditor may need to amend the budget line item in the future. Motion by Carney second by Lloyd to approve the Claims from 18 July 2018 – 31 July 2018 in the amount of \$586,183.70. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:16 a.m. until its regularly scheduled meeting on Tuesday, 7 August 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

7 August 2018

The Guthrie County Board of Supervisors met this 7th day of August, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Lloyd second by Carney to approve the Agenda for 7 August 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Mary Benton, Guthrie County Attorney, joined the meeting to present an update. Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), and David Garland, IT Technician, GCC, also joined the meeting. Benton advised her office is very busy right now. In fact, her staff is working on Sundays. GCC is attending the meeting because of an issue on Sunday, 5 August 2018. Benton explained the computers were very slow. It appeared as though the server needed to be restarted by GCC. Benton's secretary, Johanne Godwin, called the help number and was told to call back on Monday, 6 August 2018. Godwin called again after Benton arrived at the office. This time the support person told Godwin it was a "Microsoft issue". On Monday, Benton subsequently learned Auditor was at work on Sunday night too and was able to create a support ticket when she called the help number. Godwin only finished half of the intended work because the computers took so long. Benton emphasized her office needs to work on the weekends. She addressed the issue with Garland on Monday. Grasty confirmed GCC is working to fix the issue. Thornberry stated GCC will prepare instructions for the support process and disseminate same to all the Departments. Benton is satisfied with the reply and proposed plan.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to award the bid for the garage doors on the Blue Building at the Guthrie County Transfer Station (TS). Midwest Overhead Garage Doors bid \$5,674. Overhead Door Company of Des Moines bid \$6,435. Thompson requested the companies bid to replace the two (2) overhead doors on the south side of the Blue Building. He also needs to make some repairs to the Building. In particular, he needs to replace eight inches (8") of "C" channel and five (5) sheets of tin. Thompson confirmed the Building is a heavy built, old structure with metal framing. Lloyd inquired about the bent framing. Thompson advised it is the result of the door being hit by equipment. He plans to replace the "C" channel in the southeast door. He located the appropriate channel and can purchase it for ninety-eight dollars (\$98) through the local lumberyard. In addition to installing the channel, he needs to remove and replace the beam. Since the gussets are bent due to wear and tear, he will straighten these pieces too. Thompsons advised both companies have an approximate lead time of three (3) weeks. He also pointed out Midwest installed the doors in the new Cold Storage Building at the Guthrie County Secondary Roads Department. Thompson thinks both bids look good. He advised Overhead will charge an additional fifty-five dollars (\$55) per window, and there will be three (3) windows in each door. Carney questioned the need for windows. Thompson replied the windows are necessary for additional light since the shop only has three (3) lights. Lloyd verified Midwest submitted the lowest bid. He also confirmed Thompson can install the beam, channel, and tin. Carney recommended Midwest as long as the bid is for comparable doors. Motion by Carney second by Lloyd to accept the bid and award the contract for the new garage doors on the Blue Building at the Guthrie County Transfer Station to Midwest Overhead Garage Doors at a cost of \$5,674. Motion carried on a vote: Ayes: 4 Nays: 0.

Thompson provided a Facilities Management update. He spoke with Willms Fencing LLC about the TS fence project. Willms is acquiring all the supplies. Thompson hopes the contract will be finalized next week. Rob Tallman completed the boiler training and certification. He also satisfied all the National Incident Management System (NIMS) requirements. Thompson stated he is finishing the flooring in the Adair/Guthrie County Emergency Management Coordinator's new office at the Guthrie County Public Health Building. He still needs to finish the trim. Thompson confirmed the Coordinator, Robert Kempf, set up a temporary workspace, so he could be on standby for Guthrie's River Ruckus. Thompson stated there are multiple other repairs underway throughout the facilities.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Agreement with the Iowa Department of Transportation (IDOT) for Bridge Replacement Project BRS-SWAP-C039(89) -- FF-39. The Agreement is between Guthrie County and the Iowa Department of Transportation for a Federal Aid Bridge to replace the structure on County Road N-46 (Coon Road) over the South Raccoon River. IDOT will administer the money because it is part of the SWAP funds. Guthrie County must abide by all the rules and regulations set forth by IDOT. Carney inquired if the bridge will be higher. Sebern advised there is no problem with the capacity to handle water because the site is so deep. Sebern expressed frustration with the site - not because it is a large hole or has any drainage issues. The true source of the problems is the way the river hits the bridge as well as the bad soil. It will cost approximately \$1 million of which eighty percent (80%) is Federal Aid Bridge funds and the remaining twenty percent (20%) will be Farm to Market funds. Sebern advised IDOT had to lengthen the site to achieve stable slopes which will not slough dirt. The project also will require a ton of limestone rip-rap. Since there is no good limestone in the area, it will be hauled from the

Ames area. IDOT as well as the Federal Emergency Management Agency (FEMA) requires Class “E” limestone or broken concrete because the local limestone is not good quality rip-rap. Sheet pile as well as slurry also will be used on portions of the project. Furthermore, the project will have a Hungry Canyons style structure incorporated into it. In fact, Hungry Canyons will help fund that piece of the project. This will help protect the soils at the bottom of the site. Sebern explained the river is straight once it passes the bridge; however, there is a bend fifty feet (50’) from the bridge in addition to a hard turn. There will be a weir to protect the bridge. It also will protect the stream bed and stop it from dropping further down. Sebern advised the local limestone deteriorates too fast due to the freeze/thaw cycle. Motion by Carney second by Lloyd to approve and sign the Agreement with the Iowa Department of Transportation (IDOT) for Bridge Replacement Project BRS-SWAP-C039(89) -- FF-39. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern addressed staffing changes in SRD. He hired a laborer to replace the most recent retiree. When SRD took over Integrated Roadside Vegetative Management (IRVM), Sebern reassigned Steve Stringham as the IRVM Supervisor. Since the reassignment, there has been no additional manager in SRD Maintenance. Sebern is ready to fill the position again. He is taking a two (2) prong approach to prepare for the future. He wants to fill Stringham’s former position and elevate a current Shop employee to Lead Man. The later position still will be a Union position. The Lead Man will have the authority to oversee and maintain the SRD Buildings and Yard. He also will direct the mechanics and employees regarding maintenance of the equipment as well as scheduling of events. The Lead Man will not be responsible for any disciplinary matters. He will receive a one dollar per hour (\$1.00/hr) increase in his pay rate. Sebern and Randy Clipperton, SRD Supervisor, do not have the time to handle these duties. Sebern is busy with administrative duties while jobs and projects occupy Clipperton’s time. Sebern advised the new “Manager” will be more hands on with SRD equipment. He will approach this position differently than in the past. Sebern admits this is the third attempt to fill the position. In his opinion, it is the hardest job in SRD. He wants the “Manager” to be more hands on with the crews, so he can learn the jobs. Sebern wants to go back to when the foreman had tools and equipment in his truck. This enabled him to be more hands-on with the crews. Lloyd pointed out the Lead Man was always a working foreman and not just a supervisor. Grasty thinks it will be better if the “Manager” works with the crew. Sebern also wants a working foreman in the Shop. Sebern advised he needs the “Manager” to travel from site to site and have authority over the jobs. This will enable the “Manager” to learn all the jobs and ultimately become the Maintenance Superintendent. The Superintendent will have authority over all aspects of Maintenance and be responsible for coordinating projects. He also will lineup pre-requisites for all the jobs and direct the crews. The Superintendent will report directly to Clipperton. Sebern thinks it is a necessary position. Dickson thinks the Superintendent should report to Sebern and not Clipperton. Sebern wants the position under Clipperton, so he has authority and control over the person as the individual learns the position. Grasty and Dickson stated they do not like pecking orders. Sebern explained there currently is a flat hierarchy. There are no steps to climb, and thus no incentive to advance in the future. The top position is semi driver. These employees earn a higher pay rate (operator). Sebern thinks there needs to be incentive for employees to advance at SRD. The “Manager” will not have all of Clipperton’s responsibilities. Grasty pointed out the disadvantage of the current union positions. He concurred it is a flat structure which stays flat. Grasty struggles with the fact Sebern has tried this multiple times, but he continues to expect a different result. In Sebern’s opinion, it is easy to deal with the construction aspects of the job as well as the crews. The remaining responsibilities make it hard. Sebern wants the “Manager” to focus on learning to coordinate materials, arrange locates, and how to deal with landowner. As the “Manager” becomes more comfortable, he can help deal with the complaints and learn to interact with the public outside regular business hours. Dickson questioned the reason behind moving a person into the position to create a succession plan. In his opinion, training a replacement may lead to doing the same things over and over again. Dickson thinks it will limit new ideas because he is learning under an established system. Sebern does not think it will limit the ideas. Clipperton still will be responsible for Maintenance. The “Manager” will learn how to do the actual work which is necessary to move forward with jobs. Sebern does not expect Clipperton’s replacement to operate the same as Clipperton. The person will be their own individual and will need to develop their own methods. He expects the new “Manager” will do things differently. Dickson thinks the person may be reluctant to change, if he is under the existing Supervisor. Grasty thinks it is a “catch 22” because the person must learn from the existing Supervisor, but the individual may want to try different ideas too. Grasty and Dickson are hesitant about the individual taking new ideas through Clipperton first. Sebern is confident the new ideas will get to him. Sebern is afraid “the wheels will come off”, if there is no succession plan. Sebern emphasized he cannot do his job and Clipperton’s job too. Lloyd expressed concerns about the new Lead Man being an individual who never did the jobs; yet he tries to tell experienced employees how to do it. Dickson assumes the person already

will know how to do most of the jobs. Sebern advised he is considering an existing employee who can do all the jobs. Dickson thinks employees will be more receptive, if they know the person is capable of doing the work. Sebern plans to keep two (2) Supervisors plus an additional Lead Man in the Union possibly. Sebern advised the “Manager” role is a complicated job. He is not proposing the position earn wages equal to Clipperton. Sebern pointed out the “Manager” does not have to follow the same exact steps as Clipperton as long as he does the project right. Clipperton will remain the overall superintendent. At this time, Sebern does not have a specific title for the position. It will be a general title and not as focused like last time. Sebern emphasized SRD needs a succession plan. Supervisors acknowledged Sebern wanted to fill Stringham’s former position in the future. Carney verified Sebern wants a general project supervisor. Grasty asked if Sebern has noticed a reduction in the engineering cost. Sebern advised he has not done a cost comparison yet. Grasty stated he wants numbers by the end of the year. Sebern confirmed SRD is paying fewer engineering bills. Grasty pointed out all the Departments have more duties but the funding continues to get even tighter. Lloyd confirmed Sebern plans to fill the position from within SRD. Sebern advised he already spoke with both the prospects, and they are interested in the positions. Dickson requested a week to think about it. Sebern verified he is proposing the Lead Man will receive an additional one dollar per hour (\$1/hr). The “Manager” is a separate position. The person will receive a one dollar and fifty cent (\$1.50) increase with the new salary. There will not be a probationary period for the Lead Man. Grasty verified the “Manager’s” salary will be \$46,000 or so plus benefits. Dickson asked if Sebern plans to advertise the position. Sebern stated he will promote from within SRD. Lloyd verified Sebern plans to backfill the open position. Carney confirmed Sebern will not replace the Lead Man. Grasty expressed concerns about the cost to backfill the position. He also expressed concerns about past attempts to fill the position from within SRD. Sebern stated it is hard to pull a person from the public and thrust the person into government life as a foreman. He already has employees which are ready and capable to do the jobs. In the end, it will help the internal morale; even though, employees may buck the change initially. It will give employees hope for advancement in the future because it provides a chance to move up at SRD. There are not many opportunities like it. Grasty pointed out limited opportunities area a part of life. Carney inquired if the designers and technicians always are working on projects. Sebern explained these employees are not capable of doing maintenance work all the time; however, they can step in and help out, if necessary. Carney verified the “Manager” could grade roads or plow snow. Sebern only wants him doing it, if SRD is in a bind. Sebern does not want the “Manager” in the equipment on a long term basis. Grasty asked if the Iowa Department of Natural Resources (IDNR) marked the trees. Sebern replied IDNR does not want SRD to remove the trees. SRD only can trim back the trees. Sebern advised a crew will trim the trees with a pole saw and clear the area with a mower tractor. Lloyd received a complaint about roots invading the sewer system at the intersection of County Road N70 and Highway 141. The complainant wants SRD to kill the trees. Lloyd will investigate it. Grasty and Dickson want to wait a week before the Supervisors make a decision about the personnel changes, so they can think about it. Carney thinks Sebern needs to reinstate the position, but he is willing to wait a week. Carney understands what Sebern wants and agrees with Sebern’s decision to promote a person from within SRD. Grasty questioned what will happen to SRD, if something happens to Sebern or Clipperton. On the other hand, Grasty acknowledged the public already complains about property taxes, so they will not want SRD to institute another position with a \$60,000 to \$70,000 salary. People clearly are not happy about their tax bills. Grasty thinks it will reach a point of diminishing returns. In Sebern’s opinion, he is responsible for providing the best, most efficient, service while maintaining the County’s infrastructure. He is not proposing these changes just to make his life easier or waste tax money. Grasty pointed out the public may have a different opinion, if they knew more about the jobs. Sebern stated he is pulled in multiple directions administratively. Dickson is not against the position. He just has concerns about the way Sebern wants to structure it. Lloyd pointed out Kempf gave the Adair/Guthrie County Emergency Management Commission five to six (5-6) years warning, so the Commission can make arrangement before his retirement. Sebern advised he has no timeline yet. Lloyd agreed there will be a “dog fight”, if there is no succession plan. Grasty requested the actual amount of the proposed salary.

Sebern provided a Secondary Roads Department (SRD) update. He spoke with the landowner regarding the entrance by Monteith. It will work for harvest. SRD will move the entrance by bumping it over or make a completely separate entrance. Contractor poured the big box culvert on County Road N54 and is starting to backfill it. SRD is testing the site and doing moisture control to ensure it meets the compaction requirements. The new grader is in the field. There are a couple of wrinkles with the new truck. SRD is cleaning ditches. The Contractor completed Bear Grove 199A project. SRD also plans to work on a dead end, low water crossing. Hungry Canyons will pay for the sheet pile, and SRD will do the work. IRVM is hydroseeding and spraying now. The mowers are busy too. Sebern found an asphalt contractor to do some work. He also got a price to seal coat the “Green Bridge” by Stuart. Sebern advised the timber

deck is in good shape, but it is wearing very fast because of the gravel. The seal coat will provide a protective layer. Contractor also will patch the bridge approach on White Pole Road by Casey. Sebern wants to review the budget before patching Spring Brook Rd. The contractor will do the patching during mid-August. Grasty commented the striping looks nice. Sebern advised SRD striped all the roads but 190th Street. He wants to patch it before striping it. Carney received a complaint about a chunk missing from County Road F63. Sebern advised a contractor will patch it. He also wants to patch the Yale Rd where it blew up, but there are no Farm to Market funds available to do it. Sebern admits SRD needs to fix 190th Street before it deteriorates too much. The cracks pose a different issue than the wheel ruts on White Pole Road.

Auditor presented the 2018 Homestead Tax Credit Applications spreadsheets. The Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications. Motion by Lloyd second by Carney to approve all the 2018 Homestead Tax Credit Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor offered the 2018 Military Exemption Applications spreadsheets. The Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications. Motion by Lloyd second by Dickson to approve all the 2018 Military Exemption Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor presented the 2018 Disabled Veteran Homestead Tax Credit Applications spreadsheets. The Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications. Motion by Lloyd second by Carney to approve and sign all the 2018 Disabled Veteran Homestead Tax Credit Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor offered the 2018 Business Property Tax Credit Applications. The Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications except for the three (3) applications filed for agricultural parcels. The Auditor advised Parcel Numbers 0000545201, 0000545300, and 0000545400 are not eligible for the Business Property Tax Credit per Iowa Code Section 426C.4(1)(a) because the parcels are classified and taxed as agricultural property. Motion by Carney second by Lloyd to deny the 2018 Business Property Tax Credit Applications for Parcel Numbers 0000545201, 0000545300, and 0000545400 because the parcels are classified and taxed as residential property. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Carney second by Lloyd to approve all the remaining 2017 Business Property Tax Credit Applications. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor provided the 4th Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2017 – June 2018. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$3,131.00. The State will reimburse Guthrie County for \$782.75 (twenty-five percent (25%)), and the County will match the remaining \$2,348.25 (seventy-five percent (75%)). Motion by Dickson second by Lloyd to approve the 4th Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2017 – June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors reviewed the new Liquor License Application submitted by Adair Casey Tour Abroad Group, Adair, Iowa. The application is for a Class “C” Liquor License (Commercial) during a twelve (12) month period effective 15 August 2018. Motion by Carney second by Lloyd to approve the new Liquor License Application submitted by Adair Casey Tour Abroad Group, Adair, Iowa. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Office of Auditor of State of Iowa Engagement Letter for Fiscal Year 2017-2018 Audit. This letter confirms the services which the State Auditor’s Office will provide to Guthrie County for Fiscal Year 2017-2018. In short, the State Auditors will audit the basic financial statements of the County. They also will prepare certain Required Supplementary Information (RSI), including Management’s Discussion and Analysis (MD&A), to place the basic financial statements in an appropriate operational, economic and historical context. The letter sets forth the Audit Objects as well as Audit Procedures, including General, Internal Control and Compliance. The letter specifies Other Services as well as Management Responsibilities. Finally, it covers Other Matters. Motion by Dickson

second by Carney to approve and sign the Auditor of State of Iowa Engagement Letter for Fiscal Year 2017-2018 Audit. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered a policy for National Incident Management System (NIMS) compliance during the employee probationary period as well as the NIMS FFY2018 Statement of Compliance. Carney thinks there needs to be a policy which requires an employee to complete all the NIMS requirements during the probationary period. Since Rutledge was unavailable to discuss the matter, Supervisors opted to table the discussions. Motion by Dickson second by Lloyd to table discussion of a policy for NIMS compliance during the employee probationary period. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Lloyd second by Dickson to table approval of the National Incident Management System (NIMS) FFY2018 Statement of Compliance. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no discussion about pending county property projects.

Auditor advised Iowa Governmental Health Care Plan (IGHCP)/ Employee Benefit Systems (EBS) still is working on the insurance card issue. She also advised IGHCP/EBS unexpectedly discontinued the Consolidated Omnibus Budget Reconciliation Act (COBRA) credit on 1 July 2018. The County will need to absorb the increase in the premium. Auditor advised she may need to re-appropriate additional funds available in the Fiscal Year 2018-2019 Guthrie County Budget. Dickson thinks Wellmark must have pulled the credit.

Auditor submitted the Guthrie County Auditor's Report of Fees Collected for Fourth Quarter Ending 30 June 2018. Total fees collected are \$136,246.06. Motion by Lloyd second by Dickson to approve Guthrie County Auditor's Report of Fees Collected for Fourth Quarter Ending 30 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Dickson second by Carney to approve the Minutes from 31 July 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:36 a.m. until its regularly scheduled meeting on Tuesday, 14 August 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

14 August 2018

The Guthrie County Board of Supervisors met this 14th day of August, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Lloyd second by Carney to approve the Agenda for 14 August 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and submitted the Guthrie County Conservation Board (GCCB) Annual Report for July 1, 2017 – June 30, 2018. Hanner is required by law to submit this report to GCCB and Supervisors. Grasty inquired about the number of campers. Hanner stated the numbers increased this year. In his opinion, more people are finding the parks. Furthermore, the wind farm projects draw more contractors who stay for extended periods. Hanner and Supervisors briefly discussed potential flooding concerns.

Hanner reported the stream at Lenon Mill reached “bank full” but never went beyond it. Grasty asked about the root grapple. Hanner explained the staff use it and like it. Carney asked if expenses increased along with the camping fees. He assumes the electric bills are higher because more people plug in recreational vehicles (RV’s). Grasty pointed out installation of the new water line as well as the repair costs for the house at Nations Bridge Park also added to the expenses. Carney asked about the \$3,668 in expenditures from Fund: 0023 - Resource Enhancement & Proct. (REAP). He assumes it was for the Raccoon River Valley Trail (RRVT) crossings. Hanner affirmed it was for the completion of one (1) approach. He explained GCCB wanted Larry Wolfe to perform the work before the busy season. Due to the weather transition, only one (1) crossing, by the Greene County line, could be completed before riders took over the RRVT. Hanner hopes to continue with the crossings this fall. The entire process takes time because Hanner must give the public adequate notice before closing the RRVT. He plans to do the next crossing project in October or November when there are fewer riders. Hanner advised GCCB discussed Fund: 0027 - County Conservation Reserve Fund as well as the Restricted Use Account. GCCB approved the transfer of the remaining funds in the Fiscal Year (FY) 2017-2018 budget, \$5,420, to Fund 0027 subject to Supervisors’ approval. GCCB also contemplated transferring an additional \$10,807.35, for a grand total of \$16,227.35, to Fund 0027. Finally, GCCB wants Supervisors to set aside the RRVT revenues, \$13,426.45, in the Restricted Use Account. Hanner confirmed the expenditure from Fund 0027 was for the water line project at Nations. He discussed the need to grow Fund 0027. GCCB only utilizes the Fund for upgrades in the parks. In addition, it is a way to plan ahead, in case of unexpected problems, and/or provide local matches for grants. Hanner discussed his observations of the massive crowds at Nations this spring. These crowds place a huge demand on the electrical circuits. Grasty expressed his surprise over the electrical lasting this long. Hanner acknowledged GCCB upgraded some of the boxes. Carney inquired about the FY2018 Budget Amendment. Grasty pointed out the Amendments added revenues into Dept: 22 - Conservation Board. Auditor confirmed the May 2018 Budget Amendment only increased one (1) of the Employee Group Ins - Co Contribu-Health Insurance line items by \$5,787 in Fund: 0002 - General Supplemental. In addition, there was \$1,797.56 remaining in Fund: 0001 - General Basic, Dept: 22 at the end of FY2018. Auditor explained the increase in Fund 0002 was due to the addition of Ethan Vander Pol to the County’s health insurance. Hanner explained the reasons behind the transfers. Carney expressed concerns about depleting the reserves and Dickson concurred with him. Carney does not object to a budget amendment, if it is necessary; however, he wants the unused funds returned to the reserves. Hanner pointed out the alternative is budgeting for all eventualities which impacts the tax levy. Carney just wants to maintain the reserves at an appropriate level and not overly deplete it. Hanner stated he simply is advising Supervisors of GCCB’s thoughts. He also reminded Supervisors the Restricted Use Account enables RRVT fees to finance RRVT maintenance. Dickson as well as Carney want to think about the transfers and agreed to address the matter at a later date. Hanner advised GCCB wants Auditor to create an official Restricted Use Account. Auditor replied she already is working with the State Auditor to accomplish it. Carney reiterated he is not against the Restricted Use Account. He just wants to ensure Supervisors are not excessively depleting the reserves.

Hanner also presented the GCCB Minutes from the meeting on 9 July 2018. Carney questioned the need for a little harrow. Hanner stated it would be more appropriate for odd seeding projects because the staff can load it into a truck rather than using a trailer. He explained a small piece of harrow, which is mobile, could be towed with an All-Terrain Vehicles (ATV) or Utility Terrain Vehicle (UTV). He is not interested in a spring tooth harrow because it needs to be more heavy duty. He prefers a spike harrow. A four to five feet (4’-5’) piece of an old tine harrow is acceptable too. Mobility is the key factor. At this time, Hanner has not found a suitable replacement. If anyone knows of a small used harrow, please notify him.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to provide the Guthrie County Transfer Station (TS) update. Arber declared the Iowa Department of Natural Resources (IDNR) renewed the TS Permit and authorized it for two (2) years. He provided a copy of the documents. Arber also confirmed the fence project is underway since IDNR approved it. Arber announced he wants to switch the location of the tires and the appliances. The plan is to move trailers onto the concrete slab. Eventually, there will be a carport erected on the slab. In Arber’s opinion, the new arrangement provides a better place for tires and enhances the staff’s ability to monitor both collection areas. Furthermore, it will be better for fire safety. Arber also set forth his proposal to demolish the old office in the Garbage Building. It will be replaced by a shop in the Blue Building. Grasty confirmed a provider removes appliances on a regular schedule. Arber explained there must be a minimum of twelve (12) appliances to schedule a pickup. Arber advised a representative from Iowa Communities Assurance Pool (ICAP) insurance did a walk-through yesterday. Arber confirmed he increased the permitted tonnage to 8,000. He will monitor the increase,

so TS does not accept more than the permitted tonnage. Lloyd questioned whether the permit covered oil. Arber stated TS does not get a large amount of oil. Usually, TS only fills the container once a year. The used oil is stored outside the Garbage Building. IDNR prefers TS specify all its services on the permit. Arber submitted the same diagram of the old facility. If TS needs to change or modify the permit, Arber can request an amendment by using previous aerial views. Arber passed out a draft 28E Agreement For Use Of The Guthrie County Solid Waste and Recycling Agency. Arber gathered information from several sources. He reviewed the existing agreement and gathered examples from other entities. Arber compiled all the information and will work with the Assistant County Attorney (ACA) to finish it. The 28E outlines the history behind the Agreement as well as the applicable disposal sites. In particular, it specifies TS as the appropriate waste disposal location for the Cities within the TS Comprehensive Planning Area. The 28E also discloses how TS sets the per capita rate. Arber assumes the rate will be a discussion topic. Arber analyzed both the per capita rate and Tipping Fee. In his opinion, a per capita rate is more advantageous than a higher Tipping Fee. Arber recommends readopting the current per capita rate of twenty-three dollars (\$23). In addition, he does not anticipate changing the Tipping Fee. Arber even outlined the cost of delivering garbage to the Carroll County Landfill. Arber hopes the agreement will be approved by October or November 2018. He plans to meet in the evenings when most people are available to discuss it. Dickson inquired about adding language restricting a Tipping Fee increase until a specified date. Arber will get the ACA's opinion on this option. Arber advised the FY2019 Dept: 79 - Transfer Station Budget is doing well so far. He acknowledged the large budget amendments last year. Dickson mentioned TS ran at a deficit. Arber advised he shifted the repair expenses to Dept: 53 - Facilities Management. He pointed out, the \$15,000 expense for the concrete project was paid from the Dept: 53 Budget. Supervisors inquired about tracking these costs. Auditor explained TS accounts for all the Fund: 0011 - Rural Services line items in Dept: 53. Arber stated the proposed 28E is a starting point and meant to facilitate a discussion. He referenced the cost analysis which he presented during the last meeting with the Cities. Arber advised the Koster Grain contract will expire on 30 June 2019. He wants to formulate a new proposal by January or February 2019. Lloyd inquired about the average number of trips per week. Arber stated Koster makes three (3) trips per day during the summer, and one (1) trip per day in the winter. Therefore, Koster averages two (2) trips per day at a cost of \$315 per trip. Construction season is the main reason for more trips. TS only may keep trash on the floor for forty-eight (48) hours. Arber just wants to ensure TS is transporting the garbage in the most economical way. He will consider all the costs associated with an employee driving the truck. Another option is to bid the contract. He will research the matter and present his conclusions to Supervisors.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Right-of-Way (R-O-W) Purchase Agreements to procure land for Bridge Replacement Project L-SC116T--73-39. This project replaces the South Cass 116 Pony truss bridge which is southeast of Panora. The County reached agreements with all the landowners. The Agreements cover four (4) parcels and three (3) landowners. The total cost of the R-O-W is \$3,400 and will be funded entirely by Tax Increment Financing (TIF). It will be a concrete slab bridge. Since the bridge is narrow, the abutments must extend further which requires more land. Motion by Grasty second by Carney to approve the Right-of-Way Purchase Agreement to procure land for Bridge Replacement Project L-SC116T--73-39 from Alfred Jr and Sally Meixner for \$902.76 (Parcel No. 0000251600). Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Grasty second by Lloyd to approve the Right-of-Way Purchase Agreement to procure land for Bridge Replacement Project L-SC116T--73-39 from Trudy Huan and the Lennox Family Trust for \$1,614.34 (Parcel No. 0000257600). Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Grasty second by Dickson to approve the Right-of-Way Purchase Agreements to procure land for Bridge Replacement Project L-SC116T--73-39 from McCarty Investments for \$710.72 (Parcel No. 0000253101) and \$188.18 (Parcel No. 0000252800). Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided the Secondary Roads Department (SRD) update. Sebern received official notice from the Teamsters Local Union No. 238 of intent to negotiate the next Collective Bargaining Agreement. There will be another recertification vote this fall. The box culvert project on County Road N54 (Adair Road) is backfilled and rocked, so it will reopen in the next few days. Sebern wants to inspect it before he decides when to reopen it. The contractor mixed a chemical with the limestone to make it tight and help stabilize it. SRD will continue to add rock and blade the section for quite some time. There may be a rock patch all winter. Sebern advised the area must thoroughly settle before seal coating it. Therefore, the project may not be completed this winter. Lloyd pointed out the spring weather will hurt the seal coat too. Sebern stated the section is fairly firm; however, there is a great deal of fill in it. Grasty does not want to apply the seal coat too soon and have to redo it. Sebern assured Supervisors the rock will have time to setup and cure adequately. SRD will apply calcium chloride to help minimize dust in the area. Sebern stated the

entire project, including the slopes, look good. Grasty asked about the status of a tree trimming project. Sebern is unsure if that particular area is finished because he has not spoken with Steve Stringham, Integrated Roadside Vegetative Management (IRVM) Supervisor, in a couple of days. Grasty notified the complainant that IRVM had permission to trim the trees. Sebern is unsure if the mower tractor reached the location, but it is definitely on the list. Grasty asked about the Cold Storage Building. Sebern stated there are no pending projects. At some point, he wants to install a concrete floor. The garage doors are installed and SRD did some grading around the building. Sebern reported the Iowa Department of Transportation (IDOT) was impressed with the seed and chemical storage. Since IDOT reimburses some of the expenses, the visitors wanted to see how SRD utilized the funds. Sebern advised SRD started the Well Water Crossing for the Hungry Canyons' project, so the bridge is out. This is a Hungry Canyons cost share project. Dickson asked about a flag along White Pole Road near Flint Hills Resources. Sebern explained the flag means the spot sloughed, so it needs more dirt. In Carney's opinion, there are too many stripes on White Pole. He is impressed with the smoothness as well as the lack of edges. The slurry seems to be working well. Sebern thinks it may need to be redone in a few years due to the increased traffic.

Sebern presented the Guthrie County Secondary Roads Department New Employee Payroll Notice for James Jones. He will be classified as a Laborer and fill the remaining opening created by Don Slaybaugh's retirement. As a bonus, Jones already knows how to plow snow. Motion by Lloyd second by Dickson to approve the Guthrie County Secondary Roads Department New Employee Payroll Notice for James Jones authorizing a wage of \$17.96 per hour effective 20 August 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided the Guthrie County Secondary Roads Department Payroll Change Notice for Todd Plowman (Position Change). Lloyd inquired if Sebern will need to hire more personnel. Dickson thought Sebern and Supervisors were going to discuss the matter before Sebern took any action. Dickson explained he is not against the position, but he does not agree with the way Sebern wants to structure it. He went on to say he is not prepared to take any action on it. Dickson reiterated he thought Supervisors were going to think about it for a week and then discuss it again. Grasty concurred with Dickson's comments. Dickson stressed he was not happy about it. Grasty stated he understands where Sebern is at as well as the need for it. Sebern explained he wants to move someone into the position now and begin the training because changes are in the near future. Supervisors acknowledged Sebern cannot pluck a person from the public who will possess all the requisite knowledge. Supervisors expressed concerns about Sebern trying to fill the position twice and having no success with it. Supervisors admitted everyone thought they selected the right person both times. Dickson thinks Sebern put him in bad position because Plowman is a good person, and he will do a good job. He went on to say he probably will not vote in favor of the change; however, he emphasized it has nothing to do with Plowman. Sebern explained this is what SRD needs in order to be the best, most efficient department. Plowman is the right man for the job. Sebern reiterated it is the hardest job in SRD because the person constantly is in a "no-win" situation. The position faces constant criticism, and the public frequently confronts the person about issues. Sebern explained there will not be a title in the beginning, so Plowman can ease into the position. This will allow him to learn how to handle the job as well as other SRD matters with less public interaction during the transition. Lloyd pointed out this is a very "thankless" job. Grasty reiterated he understands the need for it. Sebern acknowledged it falls back on him, if this is unsuccessful. He admitted Plowman may not want any part of it. There simply are no guarantees. Lloyd concurs the person must be "thick" skinned in this position. Sebern commented it is difficult to predict the outcome when an entity tries to fill a high-level management position. It is a great deal of trial and error on both sides. Sebern thinks Plowman is the best candidate for the position. Furthermore, he really needs to move forward with it. In Grasty's opinion, the ability to pick the right person is part of being a manager. Sebern thinks Plowman is more than capable of doing the job. The issue is handling all the extra stuff which comes with it. Lloyd suggested filling Plowman's job with Jones. Sebern stated there is no reason Jones cannot apply because there is no seniority condition. Lloyd reiterated he does not want to create any new positions. Grasty struggles with spending more money. It only is a good deal if it works. Sebern pointed out SRD already had this position. He just never filled it after Stringham moved to IRVM, but he maintained he wanted to fill it in the future. There is room in the budget for the position; however, he did not actually budget for it because he did not know when he was going to fill it. Sebern stated this will help address the criticisms about why SRD is not doing more because it will help get things done. Grasty stated it looks bad when equipment sits along the road waiting to load a truck. SRD is only efficient, if it keeps people busy. Sebern countered he cannot keep equipment busy, if he does not hire more people. Sebern feels like he is getting it from both sides. Grasty pointed out Supervisors asked if he needed more help. Sebern admitted he was not anxious to jump on the offer at that time. He prefers to change the way SRD does things. He wants to implement

shorter hauls and use more trucks to keep the excavator busy. Grasty acknowledges Sebern is very busy, so he does not have time to look into increasing efficiency. Sebern stated it all comes down to working within the boundaries as well as the Union policies. Everyone is trying to do the best job possible. Carney asked about giving dirt to the landowners. Sebern explained people stop by and request dirt as soon as SRD moves the excavator to a new location. SRD uses the dirt on its projects first and then hauls the remainder to landowners which are close as well as convenient. In Lloyd's opinion, Sebern needs to train Plowman because Randy Clipperton, SRD Supervisor, will retire and it takes time to train a replacement. Plowman needs to go through a couple of seasons in order to understand the scheduling and organization. Sebern advised Plowman will get his old truck, and he will keep the Tahoe. Sebern really likes the Tahoe; except it is only two-wheel drive. Otherwise, Sebern will purchase another truck for Plowman. It will not change the amount earmarked for vehicles. Grasty inquired if this will enable Sebern to spend more time looking at efficiencies. Sebern hopes it will give him more time. Right now, Sebern is covering for Clipperton. If he makes this change, Plowman can help do it. Sebern stated it has been pretty taxing to do both jobs. Sebern's next step is increasing the responsibilities of Evan Subbert, Engineering Technician. Sebern plans to shift more duties to Clipperton, Subbert, Plowman, and Brad Shirbroun. This will allow him to concentrate in other areas. It has been a fire storm since Supervisors created the Tax Increment Financing (TIF). SRD's budget used to be \$4.5 million and now it is \$10 million. In addition, there are thirty-five (35) employees. The administrative duties continue to increase. This position change is not a silver bullet, but it definitely will help with things. Sebern reminded Supervisors he wants to add one dollar fifty cents per hour (\$1.50/hour) to Plowman's rate. Carney likes the idea of promoting from within SRD. It is an incentive for employees to do a good job because there is a chance to move up within SRD. Sebern will need to fill the open Equipment Operator position. He can do it internally, if an employee wants it. Otherwise, Sebern will advertise it. Motion by Lloyd second by Carney to approve the Guthrie County Secondary Roads Department Payroll Change Notice for Todd Plowman (Position Change) authorizing a pay increase from \$21.26 per hour to \$22.76 per hour effective 14 August 2018. Motion carried on a vote: Ayes: 3 (Carney, Grasty, Lloyd) Nays: 1 (Dickson). Dickson advised he has nothing against Plowman. He just does not support the structure of the new position.

Sebern submitted the Guthrie County Secondary Roads Department Payroll Change Notice for Brad Shirbroun (Position Change - Leadman). Sebern wants to promote Shirbroun to Lead Man. It will increase Shirbroun's hourly rate by one dollar and three cents per hour (\$1.03/hr). Shirbroun will continue to do his regular job, welding. It will not create an open position. The promotion will be an extension of authority in the SRD Shop and Yard. He will be responsible for overseeing the daily activities. Dickson inquired about Shirbroun's background. Sebern advised Shirbroun has worked at SRD for the last ten to fifteen (10-15) years. Grasty asked if there currently is a Lead Man position, and Sebern stated "No". At this time, Sebern just wants to institute one (1) Lead Man for the Shop. It is a step above the mechanics for oversight of day to day activities. Shirbroun will organize workloads and maintain inventories. He will oversee the SRD Yard as well as the Buildings. The current mechanics have worked at SRD for three (3) and ten (10) years respectively. Shirbroun has been there longer than both mechanics. Sebern believes he is capable of doing the job. Shirbroun also will oversee the interaction between the mechanics and the other SRD employees. Lloyd pointed out Shirbroun runs the Shop and oversees the Yard now. The promotion gives him the credit as well as authority for the duties. Carney verified Shirbroun currently maintains the inventory. Sebern advised Shirbroun tracks the inventory and Subbert or Sebern order the pipe. Shirbroun also handles the grader blades. Motion by Carney second by Lloyd to approve the Guthrie County Secondary Roads Department Payroll Change Notice for Brad Shirbroun (Position Change - Leadman) authorizing a pay increase from \$20.95 per hour to \$21.98 per hour effective 14 August 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Designation of Entity Administrator For System for Awards Management (SAM) (SAM.GOV Account). The account tracks certain federal grants and contracts. She asked to table the matter, so Glenda Edwards, Office Manager, Guthrie County Secondary Roads Department, can do more research. Auditor spoke with Jo Rasmussen, Guthrie County Public Health Finance Coordinator, Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, as well as Edwards about the account. It is unclear if the County is required to maintain the account. Carney does not want to terminate the account in case the County needs it. Auditor recommended Edwards continue maintaining the account, even though Edwards does not want to do it, because Auditor does not use it. Motion by Carney second by Dickson to table approve and sign Designation of Entity Administrator For System for Awards Management (SAM) (SAM.GOV Account). Motion carried on a vote: Ayes: 4 Nays: 0. Auditor submitted email sent by Edwards at 9:36 a.m. Edwards spoke with Kempf about the account. Kempf advised it is

needed for some federal grants, but not all federal grants. He suggested the County keep the account in case a federal grant requires it. At this time, Adair, Audubon, Dallas and Greene Counties all have accounts. Edwards advised the notarized Designation of Entity is unnecessary unless the County changes the Administrator. Since there are minimal obligations, Edwards is willing to continue administering the account. If Supervisors concur, no other action is necessary. Edwards wants all Departments made aware of the account in case a federal grant requires it. Motion by Carney second by Dickson to rescind the Motion to table approve and sign Designation of Entity Administrator For System for Awards Management (SAM) (SAM.GOV Account). Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Carney second by Lloyd to designate Glenda Edwards as the Entity Administrator for the System for Awards Management (SAM) (SAM.GOV Account). Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered the Application for Fireworks Permit, dated 6 August 2018, submitted by Karla Lane. She will set off the fireworks at 2420 Teek Avenue, Panora, Iowa on 2 September 2018. The alternative rain date is 1 September 2018. Motion by Grasty second by Lloyd to approve and sign the Fireworks Permit submitted by Karla Lane. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed compensation of Guthrie County Township Trustees and Township Clerks. Grasty spoke with Mike Johnson, Johnson Family Funeral Home & Cremation Services. He advised most cemeteries have a really good set of rules. The interment fee to mark a grave as well as the fee to mark the headstone is an upfront cost provided to the funeral home. In turn, the funeral home includes it in the total cost for the funeral services. Johnson will provide Grasty with a good set of cemetery rules. Grasty also received a phone call from J.D. Kuster, Baker Township Clerk, he asked Grasty to table the discussion. Kuster was unable to attend the meeting; however, he wants to address Supervisors about the matter. Grasty requested Supervisors table the discussion, so he can gather more information. Dickson mentioned he spoke with Township Trustees and Clerks too. He determined there are ways to handle tasks without Trustees/Clerks paying expenses out of their own pockets. Many Townships contract for services, so the Trustees/Clerk are not doing the work for free. Dickson is unhappy about some Townships requesting additional compensation after the fact. In Grasty's opinion, the Townships can establish fees which will cover the costs. Grasty acknowledged Supervisors cannot tell a Township how to handle its business. Motion by Grasty second by Lloyd to table Compensation of Guthrie County Township Trustees and Township Clerks. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors canvassed the City of Bayard Special Election held on 7 August 2018. The public did not attend the canvass. Danielle Fink, Deputy Auditor, conducted the canvass. Fink advised overall the election went well. Fink reported the voter turnout was twenty-one point thirty-five percent (21.35%) of the total registered voters in the City. The vote count was as follows: Jack Stone - 48; LeeRoy Wagner - 5; and Write-in - 4.

The Supervisors briefly discussed pending County Projects. Carney and Brandon Thompson, Guthrie County Facilities Manager, will draft a Request for Proposal (RFP) addressing the drainage tile lines near the pond at the Guthrie County Farm. Supervisors opted to advertise for bids.

Supervisors reviewed the Secondary Roads Department Payroll Report for 15 July 2018 -28 July 2018, Courthouse Payroll Report for 22 July 2018 – 4 August 2018 as well as the Assessor Payroll Report for 21 July 2018 – 3 August 2018.

Motion by Lloyd second by Dickson to approve the Minutes from 7 August 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Dickson to approve the Claims from 1 August 2018 – 14 August 2018 in the amount of \$702,758.85. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:02 p.m. until its regularly scheduled meeting on Tuesday, 21 August 2018. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

21 August 2018

The Guthrie County Board of Supervisors met this 21st day of August, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd and Tom Rutledge. Everett Grasty was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Lloyd second by Dickson to approve the Agenda for 21 August 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the abatement of delinquent property taxes owed by the City of Guthrie Center for Parcel 0001145700 located at 1307 North Street and Parcel 0001218000 located at 206 S 8th Street. Treasurer sent a letter to the City concerning the delinquent property taxes. She received a written response from the City Attorney, David Bruner, advising the City will not pay the delinquent taxes pursuant to Iowa Code Section 445.63. This section states if the City fails to immediately pay the taxes due, the Board of Supervisors shall abate all of the taxes. This Section applies regardless of how the City takes title to the property. Treasurer has no indication of what the City plans to do with the property. City maintains it costs more to acquire the properties and get them back on the tax rolls than the County loses through the tax abatement. The taxes due on Parcel 0001145700 located at 1307 North Street which the City took Deed to in January of 2017 is \$428 and on Parcel 0001218000 located at 206 S 8th Street which the City took Deed to in November of 2017 is \$240 both for Tax Year 2017. Motion by Lloyd second by Carney to abate all the taxes due and owing, in the amount of \$428, for Parcel 0001145700 located at 1307 North Street, Guthrie Center, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Carney second by Dickson to abate all the taxes due and owing, in the amount of \$240, for Parcel 0001218000 located at 206 S 8th Street, Guthrie Center, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 4 Nays: 0.

Schreck presented Resolution 19-06: Approve Financial Institutions As Depositories And Specify Maximum Amounts Per Iowa Code 12C for adoption by the Supervisors. The Guthrie County Board of Supervisors is required by Iowa Code Section 12C to approve financial institutions as depositories of public funds and specify the maximum amount that may be kept in each depository. Said Resolution approves the following list of financial institutions used as depositories for Guthrie County. Furthermore, the Resolution authorizes the Guthrie County Treasurer to deposit county funds in the following institutions in amounts not to exceed the specified maximums. Guthrie County State Bank (Guthrie & Panora): \$20,000,000; Farmers State Bank (Yale): \$5,000,000; First State Bank (Stuart): \$5,000,000; Rolling Hills Bank & Trust (Casey): \$5,000,000; Iowa Savings Bank (Bayard & Coon Rapids): \$5,000,000; Exchange State Bank (Adair): \$5,000,000; Panora State Bank: \$5,000,000; Peoples Trust & Savings Bank (Guthrie Center): \$5,000,000; and Iowa Public Agency Investment Trust: \$5,000,000. The State Auditor requested an updated copy of this Resolution. The County only has been updating it every seven (7) or eight (8) years. Schreck will begin doing it each year. The amounts are the same as the previous Resolution. Motion by Dickson second by Carney to adopt Resolution 19-06: Approve Financial

Institutions As Depositories And Specify Maximum Amounts Per Iowa Code 12C. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Lloyd and Rutledge) Nays: 0 Absent: 1 (Grasty).

Marci L. McClellan, Guthrie County Auditor, and Jotham Arber, Guthrie County Public Health Director, joined the meeting to discuss the Commercial Repayment Center (CRC) Check received by the County. This check is the result of an insurance claims filed in 2013. Centers for Medicare & Medicaid Services (CMS) thought the County owed \$38,763.13. Auditor resolved the matter in August 2017; however, CMS did not provide notice to the United States Treasury within a timely manner. Therefore, the Treasury withheld approximately \$24,000 from Guthrie County Public Health's Medicare funds. Auditor successfully contested the matter with Treasury, and County began to receive checks reimbursing PH. In July, County received two (2) checks totaling \$38,763.13. This is the original amount of the past due principal. At this time, PH only needs approximately \$8,000 to repay the withheld funds. Auditor contacted the Commercial Repayment Center about the checks and was instructed to mail the checks to a post office box in Oklahoma along with a letter requesting an explanation of the payments. Auditor is not comfortable with this course of action. In particular, she is afraid County will never receive the remaining funds. She recommends depositing the check in Fund 8500 – Health Insurance, and then issuing a check to Guthrie County Public Health for the amount due. Auditor discussed this course of action with State Auditors who approved it. Dickson expressed concern with retaining the whole amount. He is afraid CRC will request the County to return the balance plus interest when it discovers the issue. Rutledge inquired about the amounts. Arber advised Treasury/CRC owed the County \$24,000 based on the amount withheld from the Medicare funds. He assumes CRC applied interest to the repayment since the County did not owe the money. Dickson is fine with keeping what CRC owes the County and returning the balance to CRC. Arber pointed out Medicare and Treasury do not communicate with each other. Carney inquired about how much to return to CRC. Arber explained the original repayment came check by check, so it could be matched to claims. Treasury originally withheld the funds from Veterans Affairs (VA) assistance, but these were only minimal funds dispersed on a regular basis. Auditor needs to accrue the amount retained to Fiscal Year 2017-2018 revenues. Arber pointed out he only can speculate on the process. Auditor confirmed there is no date on the check specifying when it is void. Supervisors want Auditor to discuss the matter with the Guthrie County Attorney. Arber confirmed the County still needs \$10,000 for Veterans Choice, but this is a completely separate issue.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to provide the Guthrie County Transfer Station update. Joyce Miller also was present for the discussion. Arber announced he is considering personnel changes at TS. In particular, he wants to re-evaluate the scheduling, so it meets the staffing needs better. If he makes Steve Rummans a fulltime employee, Arber can bridge any gaps. Furthermore, the employees only will work one (1) Saturday a month. If Rummans becomes a fulltime employee, TS will need to provide another family insurance. TS will need to rotate the Saturday schedule until winter. This means all the staff, including Arber, will work one (1) Saturday. As for hauling, Arber thinks TS can handle the duties when TS has its own trucks; especially, if there are three (3) fulltime personnel. TS should not need to hire more help. Arber plans to hire an additional part-time person for spring. Arber allowed the staff to provide input into the process. Rutledge verified TS only will be open one (1) Saturday a month starting in November. Lloyd asked if Rummans is the right person. Arber thinks Rummans is doing a fantastic job and deserves the fulltime position with a raise. Rummans always does what is asked and has great customer service skills. Furthermore, Rummans is willing to do the training. Arber said the budget will remain as is unless something unforeseen happens at TS. Arber pointed out the job description for non-salary employee specifies the employees will be scheduled thirty-six to forty (36 to 40) hours per week. Supervisors concur with Arber's idea to try this change. Carney questioned if staff will try to clock in early to make up the extra time. Arber does not think the employees will try to "game" the system. Arber will match the hours to fit the needs. Auditor will do a Payroll Change Notice for Rummans' new wage. At this time, there is no approved job description for TS. Arber acknowledged he needs to establish policies to govern the employees. Arber will present the policies to Supervisors for their approval. Carney stated Supervisors hired Arber to manage TS, so he should do what needs to be done as long as he does not go over budget. Furthermore, Supervisors should support Arber's decision. Arber stated he does not expect people to do more for less. Arber provided Supervisors with a copy of the 1995 28E Agreements with the Cities. Arber advised he probably will push the 28E Agreement meetings

back to September. He plans to hold the meeting in the evening. Carney asked about Adair County's Agreement which is dated 2004. Arber stated he will get a copy of it.

Bob Kempf, Adair/Guthrie County Emergency Management Coordinator, joined the meeting. Kempf and Brandon Thompson, Guthrie County Facilities Manager, have been working on grants for a generator at the Guthrie County Public Health (PH) Building. These Grants are very hard to acquire and seldom are funded by the sponsors. Kempf is working with the State of Iowa to access a nationally competitive program. In addition, he is working with the Federal Emergency Management Agency (FEMA); however, there usually is not enough money to fund generators and sirens. Kempf and Thompson have bids for the project. The total cost will be just under \$69,000. Kempf handed out a fact sheet which showed the local match will be from ten percent (10%) to twenty-five (25%) depending on the program. This means the County's match will be between \$6,900 and \$17,000. Other costs associated with the project include bringing the building up to code because it requires an exterior disconnect. The cost to upgrade the building is \$6,012.53. In addition, Alliant Energy requires a trench from the pole to the generator pad which will cost \$1,625. Thompson is researching additional prices. Kempf can submit the Pre-Disaster Mitigation Grant as the Emergency Management Agency (EMA) signatory. The Hazard Mitigation Grant must be sponsored by the County. Kempf needs Supervisors to sign a document authorizing him submit the Grant. One of the grants is due by the end of this week, and the other is due on Tuesday of next week. Rutledge verified Kempf is sending in the applications for both grants. Kempf will apply for both grants but pointed out both are a long shot. There is a slim chance the County will receive either grant. Thompson will work with the County regarding the out of pocket costs. Kempf thinks both the Guthrie County Emergency Management Commission and the Guthrie County Board of Health should help with the out of pocket costs. Carney verified the project still need to be done, even if the County does not receive the grants. Kempf advised some of the work must be done because the building currently does not meet code, and the power line is not in a good place. At this time, PH only has a small generator large enough to run a refrigerator, and EMA has no emergency power. Kempf plans to install a backup radio, so there must be emergency power eventually. He wants to complete the project within the next two (2) years. Kempf and Thompson are considering a Caterpillar (CAT) generator which runs on Natural Gas. Thompson compiled the specifications on the generator to ensure it is the appropriate size. Kempf advised the State is trying to find ways to fund these types of improvements. Supervisors do not have any issues with Kempf applying for these grants. Kempf stated he may get a decision in three (3) months or three (3) years. Since there was another Presidential Declaration, it will bring more money into the State. At this time, there constantly is federal money flowing into the State. Kempf confirmed some of the work must be done regardless of whether PH gets a generator. Motion by Carney second by Lloyd to designate Kempf as County representative in order to apply for these grants. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors discussed the Policy for National Incident Management System (NIMS) Compliance During Employee Probationary Period which was tabled from last week. The Supervisors left the item tabled along with the approval and signing of the National Incident Management System (NIMS) FY2018 Statement of Compliance.

Brandon Thompson, Guthrie County Facilities Manager, joined meeting. Thompson reported Kempf can move to PH Building. He only needs to complete a few minor items. Dickson advised there is talk about creating a storm shelter at PH, so Thompson may want to ensure the generator is expandable. Arber wants to involve the neighboring businesses. Thompson advised he ordered the tin and beam for TS Blue Building. He is waiting to hear on the availability of the doors. He assumes it will be after 1 September 2018. Thompson advised there are no leaks in the Guthrie County Courthouse roof. Thompson currently is researching prices for skid loaders. He will be testing a few loaders tomorrow to see which loader will fit TS's needs. Rutledge asked about the other equipment at TS. Thompson reported there have been no additional large repairs. In addition, staff is following the maintenance check lists. Thompson continues to provide regular reports to Arber. Thompson announced they removed the old office in the Trash Building and are currently moving the tools to the Blue Building. The contractor will start working on TS fence this Friday and plans to finish on Saturday. Thompson reported Breanna Morman, Coordinator of Disability Services for Guthrie County, wants to remain in her office downstairs. This will give Thompson more time to strip the floors in Kempf's old office. Carney questioned if

there are plans for the room. Thompson stated he plans to arrange it like a normal office. Thompson reported the old Ford Ranger is at TS now. In addition, he replaced the mirror on the PH's old Chevy truck. Thompson advised he wants to install a generator for the Courthouse. He will research possible grants for the project. Ron Allen, Guthrie County Custodian, escorted a representative from Shive Hattery Architecture & Engineering around the Courthouse last Friday. Thompson advised Shive has his phone number, in case there are any questions. In addition, he provided old drawings of the building. Thompson repaired a toilet in the Guthrie County Jail bullpen last week. The issue was due to wear and tear on the toilet. Thompson also met with a new elevator company representative. She will provide Thompson with the pricing for a new control module. The representative is from the same company; however, she is more senior than the usual representatives. Thompson is preparing a list of projects which need to be included in the budget for next year. Thompson advised there are issues with the PH parking lot because some of the sections are heaving up. Jorgenson Brothers Concrete Construction will inspect it and provide estimates. In addition, the entrance is rough and buckled too. These issues make it hard to clear snow out of the lot. Dickson verified half of the parking lot belongs to the bowling alley. Thompson reminded Supervisors the Courthouse parking lot also needs repairs. Carney thinks Supervisors should wait with the Courthouse parking lot until there is a plan for the jail. Thompson wants to incorporate the parking lot with the Jail to ensure there is proper drainage. He thinks the parking lot will be all right for a couple more years provided they continue to use cold patch as a temporary fix. Thompson plans to do the sidewalk repairs this spring. Thompson advised there will be another monument base installed at some point. It will be poured north of the current monument. He pointed out the sidewalks in the general area of the new monument are heaving too. In Thompson's opinion, Supervisors should repair the sidewalk when the contractor pours the base. The monument plans include the incorporation of a ramp to connect the monuments, so it will comply with the Americans with Disabilities Act (ADA). Thompson has not seen any plans for the project yet. Carney verified the Committee knows Thompson must approve the plans before the contractor does any work. The current deadline for the project is Memorial Day 2019. Carney advised he will meet with Thompson regarding the Request for Proposal (RFP) concerning tiling around the pond at the County Farm. Carney wants to present it to the Supervisors next week. Rutledge will get a list of contractors.

There was no other discussion about pending county property projects.

Marty Derry joined the meeting. Derry thought his matter was on the Agenda because the Guthrie County Planning and Zoning Commission approved a recommendation to Rezone Parcel Number 0000661201 in the Town of Herndon from Agricultural (AG) to Heavy Industry (M-2). He assumed the Zoning Administrator put together the paperwork. The Supervisors directed Auditor to add Chris Whitaker, Guthrie County Zoning Administrator, to the Agenda for next regular meeting on Tuesday, 28 August 2018. Derry stated Iowa Department of Transportation (IDOT) grandfathered his location on Highway 4. Derry acknowledged Whitaker is addressing the Recycling License, but he does not understand why Whitaker cannot provide a Letter of Zoning Compliancy for the Dealer's License. Derry just needs the letter to complete his application. Rutledge will call Whitaker about the matter. Auditor advised all the documentation must be complete before Supervisors can set the Public Hearings to rezone the parcel.

Auditor presented the Fee Agreement For Iowa Precinct Atlas Consortium (IPAC) Members Fiscal Year 2019. The Agreement sets forth the three (3) support package options as well as the Terms and Conditions. Auditor recommends the Platinum Package for \$3,500 plus two cents per voter (.02/voter). It includes the Base Package plus half a day of training and thirty (30) hours of additional support. The Base Package includes the software plus upgrades, five (5) hours of support, access to the website, tutorials/manuals, and regional training/webinars, as needed. She spoke with Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), about the Agreement. He recommended Auditor select the Platinum Package this year. Since GCC is unfamiliar with the software, Thornberry thinks the County should pay for the additional support during the initial setup phase. Auditor advised she can select a different level next year, if she does not need the extra assistance. Thornberry advised GCC wants to participate in the training and become familiar with the software before trying to maintain the system. Thornberry thinks it is a very competitive price. Auditor advised there are enough funds in the current budget to cover it. Dickson questioned if Auditor needs

the Platinum Package. Auditor pointed out Thornberry recommended this Package, and she thinks it is necessary during the initial setup. Motion by Lloyd second by Carney to approve and sign the Fee Agreement For Iowa Precinct Atlas Consortium (IPAC) Members Fiscal Year 2019 with the Platinum Package at a cost of \$3,500 plus two cents per voter (.02/voter). Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Carney second by Dickson to approve the Minutes from 14 August 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0

There being no further business to come before the Board at this time, the Board adjourned at 11:56 a.m. until its regularly scheduled meeting on Tuesday, 28 August 2018. Motion by Carney second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0.

Tom Rutledge, Vice-Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

28 August 2018

The Guthrie County Board of Supervisors met this 28th day of August, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 28 August 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting. Garland presented the August 2018 Information Technology (IT) Report. Garland advised the network monitoring server is graphing the network again, so the graphs are back in the report. He continues to work on the monitoring server because it is not graphing all the equipment. GCC is researching another free version of network monitoring software. GCC will test the software before installing it. Guthrie County Assessor's Geographic Information System (GIS) Server used all its available space this month. GCC cleaned files to create free space. GCC also opened a support ticket with Schneider Geospatial regarding the augmentation of space, so GCC can get ahead of the issue. Carney inquired about the backup files. Garland advised the cleaning of infected files created seven (7) backup files. Garland announced the State of Iowa resources are deployed to all the infrastructure in the Guthrie County Courthouse. He will deploy the resources at Guthrie County Public Health this Thursday. Garland plans to install the intrusion detection software next Thursday. This software operates in the background and analyzes all the activity. In particular, the intrusion detection software looks at the traffic hitting the router. It can block or filter out malicious data, so it does not reach the County. It also alerts the State if there is suspicious activity on a computer, so GCC can take it off the network.

Chris Whitaker, Local Assistance Director, Region XII Council of Governments, joined the meeting and presented the Adair and Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018. Whitaker advised the Plan needed to be updated in 2018. Since the Adair/Guthrie County Emergency Management Commission (EMC) operates as a joint board, Region XII combined the old Guthrie County plan from five (5) years ago and the Adair County plan from 2017 into one (1) document. They also condensed and reformatted it. The Plan identifies natural or manmade disaster which effect the various entities in the planning area. It also identifies any mitigation factors such as tornado sirens/shelters, removal of structures from flood plains, and installation of generators. The purpose of the Plan is to identify these factors, so the entities are eligible for hazard mitigation grant money. If the Plan does not identify a

factor, the entity is not eligible for grant funds to address it. Lloyd asked if an entity can apply for post disaster funds, if the particular issue is not addressed in the Plan. Whitaker clarified the funds apply to preventative actions. Carney confirmed the Plan applies to all the entities in both Counties. Whitaker advised Region XII is working with all the Cities and School Districts to adopt the Plan. He reiterated an entity is not eligible for mitigation grant funds if it does not adopt the Plan. Grasty inquired about the available funds. Whitaker explained the high priority actions are removal of structures in the flood plain as well as tornado safe rooms. Whitaker advised the City of Panora used mitigation funds to bury power lines. The West Central Valley School District also received money for a tornado shelter. Lloyd asked if the mitigation funds can be used for expenses not covered by Federal Emergency Management Agency (FEMA). Whitaker clarified mitigation funds are for preemptive actions. Supervisors requested time to read and review the Plan. If Supervisors have questions, they can ask Whitaker or Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator. Auditor verified there is no direct cost associated with adoption of the Plan. Whitaker stated the EMC contracted with Region XII to prepare the Plan.

Supervisors opted to table Resolution 19-07: Resolution Adopting The Adair & Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018 for one (1) week, so they have more time to review the Plan. Motion by Rutledge second by Carney to table Resolution 19-07: Resolution Adopting The Adair & Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018 until the next regular meeting on 4 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Chris Whitaker, Guthrie County Zoning Administrator, presented the Last Outpost LLC's Request to Rezone Parcel Numbers 000066120 and 0000711200 in the Village of Herndon from Agricultural (AG) to Heavy Industry (M-2). Marty Derry was present for the discussion. The property is legally described as Parcel "B" of the North Half (N½) of Section Nine (9), Township Eighty-One (81) North, Range Thirty (30) West of the 5th P.M., Guthrie County, Iowa, and Lot Five (5), except the South Thirty-Three (33) feet thereof, and the South 118 feet of the West 165 feet of Lot Three (3), except the East Fifty (50) feet of the North Eighty-Five (85) feet thereof, all in the Northwest Quarter (NW¼) of Section Nine (9), Township Eighty-One (81) North, Range Thirty (30) West of the 5th P.M., Guthrie County, Iowa. Whitaker advised the Guthrie County Planning and Zoning Commission meet on 14 August 2018 at 1:00 p.m. to address the matter. Whitaker provided a copy of the Meeting Minutes. After a public hearing, the Commission adopted the recommendation to rezone the two (2) parcels. Whitaker advised the next step requires Supervisors to set a public hearing to consider the request. Whitaker emphasized rezoning the parcels does not grant Last Outpost the authorization to open a salvage yard. Per the Guthrie County Zoning Ordinance, Last Outpost must submit an Application for a Conditional Use Permit to the Guthrie County Zoning Board of Adjustment. Whitaker read the appropriate provisions of the Ordinance (Section 8.041030.05). Whitaker pointed out the Ordinance requires a six feet (6') screen as well as an open and maintained front yard. There also is a minimum number of required parking spaces. Auditor insisted all the documentation must be in order before Supervisors set the public hearing, so it can be uploaded to the website for the public to review it. She also verified the Public Hearing Notice must be published not less than four (4) or more than twenty (20) days before the hearing per the Ordinance. Whitaker will send notices to the adjoining property owners at least ten (10) days prior to the hearing. He also will prepare the Public Hearing Notice and forward it to Auditor for publication in the official newspapers on 6 September 2018.

Supervisors reviewed the recommendation of the Guthrie County Planning and Zoning Commission to Rezone Parcel Number 0000661201 and 0000711200 in Village of Herndon from Agricultural (AG) to Heavy Industry (M-2). Supervisors read the Meeting Minutes as well as a letter from a concerned citizen. Whitaker advised he only received one (1) letter from the public, and he read it aloud during the Commission's Public Hearing. He also provided a copy to the Commission. Rutledge verified the Commission is not required to attend Supervisors' Public Hearing on the matter.

Supervisors briefly discussed scheduling the Public Hearing regarding the rezoning of Parcels Number 0000661201 and 0000711200 in the Village of Herndon from Agricultural (AG) to Heavy Industry (M-2). Supervisors opted to hold the Public Hearing on 18 September 2018 at 9:00 a.m. Supervisors will hold the first reading on the amended ordinance following the Public Hearing at 9:15 a.m. Auditor recommends Supervisors hold the second reading during the following regular meeting on 25 September 2018. Motion by Carney second by Lloyd to schedule the Public Hearing regarding the rezoning of Parcels Number 0000661201 and 0000711200 in the Town of Herndon from

Agricultural (AG) to Heavy Industry (M-2) on 18 September 2018 at 9:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors inquired about a Letter of Zoning Compliancy for Parcel Number 0000234011 (2046 Highway 4, Panorama). Derry owns the property and needs the letter to complete his Iowa Department of Transportation (IDOT) Application for Dealer's License. IDOT will not process his registrations without it. Derry clarified this License is separate and distinct from an IDOT Recycler's License. Derry acknowledged this property is zoned AG, but he has a letter from IDOT stating his property is "grandfathered" as a non-conforming junkyard. Whitaker clarified the Herndon properties must be rezoned because the business was closed for more than a year. Derry also advised the IDOT letter stated he is not required to address any screening issues because his property is "grandfathered" by IDOT. Derry emphasized he needs the Dealer's license regardless of the outcome for the Herndon properties. This license enables him to transfer vehicles. A Recycler's License only governs the salvage of vehicles. At this time, Derry is waiting on a Letter of Zoning Compliancy from the County. He has met all the other requirements for a Dealer's license. Grasty asked if IDOT can grandfather a property under county zoning. Whitaker verified Derry is referring to a 2015 IDOT letter. He read said letter to Supervisors. Auditor explained IDOT has some control over the area because it is part of the State's highway system. The property only is "grandfathered" under Iowa Code Chapter 306C. If Derry changes the footprint, he will lose this status. In particular, he must screen the area and possibly relocate his business if he changes the footprint. Auditor explained the difference between complying with the Zoning Ordinance and Iowa Code. She clarified there are two (2) different Chapters in the Iowa Code which govern dealers and salvagers. Derry verified he wants Herndon to be a salvage business. He only plans to rebuild and resell vehicles at the Highway 4 property. All the recycling will be relocated to Herndon. Rutledge questioned if the issue centers on the zoning classification. Whitaker explained the issue is whether the operation existed prior to enactment of the Guthrie County Zoning Ordinance on 21 June 1972. If so, the property also is "grandfathered" under the Zoning Ordinance. He pointed out the IDOT Letter only applies to IDOT's jurisdiction. Carney requested Whitaker's recommendation. Whitaker asked for time to review the land use map to determine the property's zoning classification. Derry acknowledged the previous owners did not operate a dealership on the property before June 1972, so it probably is not "grandfathered" under the Zoning Ordinance. Derry pointed out there are several commercial businesses across the Highway. In Derry's opinion, he is paying the price for past discrepancies. Whitaker pointed out a previous Guthrie County Assessor administered the Zoning Ordinance when Derry purchased the property in 2000. Derry stated he must have both licenses to cover all his intended activities. Supervisors directed Whitaker to research the matter. Auditor will include item on the Agenda for the next regular meeting on 4 September 2018. Whitaker confirmed this is not a variance issue. He advised the Commission may need to look at the proposal. Typically, the Commission compares the proposal to the Guthrie County Comprehensive Use Plan and accepts comments from neighboring property owners before making a decision. Whitaker confirmed the Guthrie County Land Use Map was adopted in 2005. Carney stated he wants Derry to start his business; however, he also wants to make sure it is legal and right. Rutledge confirmed Whitaker will research the map and keep the matter moving forward. Whitaker addressed Supervisors about timing issues. He explained he struggles to complete projects in a timely manner because it is very difficult to get Commission and Adjustment members to attend the meetings. Whitaker emphasized he is doing his best to follow the Ordinance. He will have an opinion by the next regular meeting. If he cannot issue the Letter, he will set forth the process to address the matter.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting and submitted the Guthrie County Transfer Station Payroll Change Notice for Stephen Rummans (Position Change - Fulltime). Arber pointed out Rummans will work thirty-six to forty (36-40) hours per week, so he will be eligible for full-time benefits. This will increase the Employee Group Ins - Co Contribu-Health Insurance line item. Arber also pointed out Rummans will learn the duties as well as responsibilities assigned to other staff, so he can substitute for staff, as necessary. This enables Arber to shift staff and fill openings created by retirements. It provides continuity as well as a succession plan. Motion by Dickson second by Rutledge to approve the Guthrie County Transfer Station Payroll Change Notice for Stephen Rummans (Position Change - Fulltime) authorizing a pay increase from \$12.85 per hour to \$14.25 per hour effective 1 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber provided the Guthrie County Transfer Station (TS) update. Arber announced he worked with Ahlers & Cooney, P.C. to create job descriptions. He passed out the proposed documents. The descriptions include the expected hours of work, duties/responsibilities as well as essential functions and requirements. It also addresses expectations and terms

of work. Arber created a job description for Transfer Station Operator and Transfer Station Scale Operator. The Descriptions sets forth the salary grade which is based on the national average. Arber wants Supervisors to approve and sign the Descriptions at the next regular meeting. Arber pointed out language in the Scale Operator description specifies a new hire may be required to clean the recycling building and operate the equipment. Arber is working with Brandon Thompson, Guthrie County Facilities Manager, to establish a safety program. They are utilizing materials available through Iowa Communities Assurance Pool (ICAP). Eventually, TS staff will attend off-site training. Dickson inquired if staff must maintain any licenses. Arber acknowledged it is a good practice to have certifications. The Descriptions specify a new employee must complete all the necessary safety training within one (1) year. The Administrative Staff will track it. Arber advised all the staff must complete a training regarding blood borne pathogens as well as standard Occupational Safety and Health Administration (OSHA) safety training. Rutledge verified the current employees will sign the Job Descriptions. Grasty asked about the implications of an employee not signing the documents. The Guthrie County Personnel Policy stipulates the appropriate course of action, if an employee does not follow through with the requirements. In addition, all the documents specify changes may occur without prior notice. Arber assured Supervisors he did extensive work with Ahlers to ensure the Descriptions comply with State and Federal regulations as well as laws.

Brandon Thompson, Guthrie County Facilities Manager joined the meeting to provide a TS update. The TS fence project is complete. He and Arber walked the fence to ensure there were no issues. He provided pictures of the completed project. It reduced the mowing by a couple of acres. The perimeter fence is complete too. The Iowa Department of Natural Resources (IDNR) is fine with one (1) or two (2) high tensile wires on this fence. The main goal is to mark the perimeter. Pursuant to a request, Arber handed out slides setting forth the Five (5) Year Objectives. Thompson advised repairs are coming along. He pointed out the repairs of the concrete floor in Garbage Building are complete. The fan also works now. Thompson will add another fan to help pressurize the building. It will help with air quality when the big door is open. Thompson also plans to finish the push wall on the west side of the Garbage Building during the winter. Arber pointed out the office is being removed from the Garbage Building and moved to the Blue Building. Furthermore, Thompson will heat the new Shop in the Blue Building. Arber is considering moving the appliances to the old office area in Garbage Building, so staff can monitor these items better. In addition, tires will go in the old appliance area or the scrap area. Arber advised tires must be moved away from the buildings to mitigate any fire hazard. Grasty asked if Arber plans to cover the tire area. There will be a carport style building eventually erected to keep out the rain. Arber and Thompson are researching options. Arber also will get approval from IDNR. Arber explained the Five (5) Year Objectives show what TS anticipates doing along with completed projects. He explained Year One (1) covered January to July 2018, so it is complete. Year Two (2) is the current Fiscal Year. Arber advised he still is researching software for the scale. In addition, he is researching a credit card machine and wants the scale to interface with it. Arber reminded Supervisors the 28E Meeting with the Cities will be 6 September 2018.

Supervisors received a certified letter from the Iowa Department of Administrative Services (IDAS). It was official notice of IDAS' intent to terminate the Targeted Case Management Division Lease between IDAS and Guthrie County on behalf of the Iowa Department of Human Services (IDHS). The letter is dated 24 August 2018. As required by the Lease, IDAS provided sixty (60) day written notice to terminate the lease and vacate the facility on 23 October 2018. The reason for the action is IDHS "is experiencing a 44.5% reduction on revenue (approximately \$13.5 million in FY18 to approximately \$7.5 million in FY19) to fund Medicaid targeted case management (TCM) which directly impacts the ability to maintain a presence in the leased facility in Guthrie Center." Supervisors acknowledged receipt of the letter. Auditor advised she received an email from Dave Wells, Social Work Supervisor, Division of Mental Health and Disability Services, IDHS, on 27 August 2018, advising "IDHS may have furniture and office equipment in the space until the effective date of the termination of the lease." At this time, there have been no requests for the space.

Supervisors discussed compensation of Guthrie County Township Trustees and Clerks. J.D. Kuster, Baker Township Clerk, was present for the discussion. Grasty handed out the Cemetery Rules and Regulations for Stuart Municipal Cemeteries as well as the Bear Grove Cemetery Interment Rights Policy. Grasty wondered if there should be a representative from each Township present for the discussion. He wants everyone included in the conversation. In Carney's opinion, each Township should maintain the necessary funds to perform extra duties like a cemetery. He thinks a Township should charge its own citizens and not the whole County to handle business within the Township.

Kuster explained each Township levies for the care of the cemeteries within its borders. Baker Township has a work day at Bear Grove Cemetery. The Trustees and Clerk do not receive any pay for working that day. Dickson explained several Trustees told him there are ways to compensate personnel for working without directly paying a salary. Kuster explained the process to mark a grave. The Funeral Director contacts Kuster about a burial, and he marks the plot. The Funeral Director charges the family for the service and then compensates Baker Township. Kuster pays any private individual or business which does work for the Township. It is the same process to place a monument. Supervisors acknowledged each Township handles its business differently. Some Townships do not charge for cemetery services. Carney pointed out Townships like Grant only handle fence disputes because there is not a cemetery within the Township. Auditor passed around an excerpt from the Iowa State University Township Trustee and Clerk Reference Manual regarding compensation as well as Iowa Code Section 359.46 Compensation of Township Trustees. Carney inquired when Supervisors set the current rate. Kuster stated he has been a Trustee/Clerk for over thirty to forty (30-40) years, and the rate has remained the same during his entire tenure. Kuster explained Township meetings last approximately one (1) hour or so. Therefore, the Trustee compensation is generous for the meeting. Clerks have more duties because the Clerk must organize the meeting and prepare the Township Budget. Grasty spoke with other Trustees who stated a budget meeting takes a couple of hours. Auditor advised Clerks receive \$100 each year plus the meeting fees. Kuster pointed out Clerks have to do a Township Annual Financial Report too. Dickson advised most of the people he spoke with treat the role as a volunteer project. Dickson reiterated a Township can charge the funeral home to recover the cost of cemetery duties. In fact, most cemeteries do it. Dickson does not want to expend more County funds when a Township can charge a fee for services. Kuster concurred with Supervisors. Each Township can address cemetery costs through fees and the levy. Auditor advised Trustees and Clerks currently receive twenty dollars (\$20) per meeting. Grasty wonder about the equivalent rate after inflation. Kuster pointed out many people do not want to be Trustees because they do not want to be involved in a fence dispute. Dickson has no issue with increasing the meeting rate to twenty-five dollar (\$25) per meeting and Clerks to \$125. Carney suggest thirty dollars (\$30) per meeting and \$150 for Clerks. Grasty pointed out it is hard to find people willing to serve as Trustees and Clerks. Kuster confirmed a Township charges fees for a fence dispute. In Kuster's opinion, money is not an issue for people willing to be Trustees or Clerks. These people do not get involved for the money. Dickson pointed out Trustees/Clerks can charge mileage to attend the meetings. Grasty wants a higher rate. Auditor advised Supervisors will need to amend the Guthrie County Fiscal Year 2019 Budget or make the new rate effective for Fiscal Year 2020. Motion by Carney second by Rutledge to increase the Township Trustee/Clerk meeting rate to thirty dollars (\$30) per meeting and the Township Clerks annual rate to \$150 effective 1 July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors briefly discussed pending county projects. In particular, Supervisor compiled a list of contractors for excavation and drainage tile work. Carney and Thompson will forward a Request for Proposal (RFP) concerning the drainage tile project at the Guthrie County Farm to these contractors.

Supervisors considered the Guthrie County Secondary Roads Department Payroll Change Notice for Ryan Cline (Position Change). Cline will be the newest equipment operator. Motion by Lloyd second by Carney to approve the Payroll Change Notice for Ryan Cline (Position Change) authorizing a pay increase from \$18.96 per hour to \$21.00 per hour effective 23 August 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Dickson to approve the Minutes from 21 August 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 15 August 2018 – 28 August 2018 in the amount of \$212,119.94. Motion carried on a vote: Ayes: 5 Nays: 0.

Guthrie County Attorney, Mary Benton, briefly joined the meeting to apprise Supervisors of anticipated expenses associated with the upcoming felony trial moved to a different venue.

There being no further business to come before the Board at this time, the Board adjourned at 12:14 p.m. until its regularly scheduled meeting on Tuesday, 4 September 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

4 September 2018

The Guthrie County Board of Supervisors met this 4th day of September, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Dickson second by Lloyd to approve the Agenda for 4 September 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Chris Whitaker, Local Assistance Director, Region XII Council of Governments, joined the meeting to discuss the Adair and Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018. Supervisors acknowledged they reviewed the Plan and had no additional questions. Whitaker explained the Plan will go to the State of Iowa as well as the Federal Emergency Management Agency (FEMA) for approval as soon as all the entities adopt it. He assured Supervisors FEMA will return the Plan, if there are any issues. Dickson inquired about the status of the other entities. The Cities of Guthrie Center and Panora have adopted the Plan. Region XII will meet with the remaining entities. The Southern Iowa Council of Governments will meet with the entities in Adair County.

Supervisors considered Resolution 19-07: Resolution Adopting The Adair & Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018. Said Resolution adopts the Adair & Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan, incorporating citizen comments and recommendations. Supervisors authorized the development of a multi-jurisdictional hazard mitigation plan. It was prepared in compliance with the Hazard Mitigation Planning Requirement of the Disaster Mitigation Act of 2000 provided by the Iowa Homeland Security and Emergency Management Division. All the meetings of the Guthrie County Planning Committee were open to the public. The municipalities which participated in the multi-jurisdictional plan process will each pass their own resolutions to approve and adopt the plan. Motion by Carney second by Lloyd to approve Resolution 19-07: Resolution Adopting The Adair & Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0 Absent: 1 (Rutledge).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Chris Whitaker, Guthrie County Zoning Administrator, submitted a draft Zone Compliancy Letter regarding Parcel Number 0000234011 (2046 Highway 4, Panora) addressed to the Iowa Department of Transportation (IDOT). Marty Derry was present for the discussion. Whitaker advised the parcel is zoned Highway Commercial (C-1). The letter contains a list of principal permitted uses including, but not limited to, automotive, boat, motor, travel trailer and mobile home display, sales, service as well as repair. There are no conditional uses approved for the property. The letter also contains a list of possible conditional uses including, but not limited to, body and fender repair shops, motor vehicle wrecking or used parts yards and outside storage of component parts. Whitaker pointed out all signage must comply with Guthrie County, Iowa, Zoning Ordinance Chapter 8.090. Whitaker advised the property complies with the Zoning Ordinance as to motor vehicle and/or travel trailer sales. Grasty verified all Applications For Conditional Use Permit must be approved by the Guthrie County Zoning Board of Adjustment. He also confirmed Derry may conduct automotive display, sales, service as well as repair on the property. Whitaker clarified Derry may sell vehicles, but he cannot operate a body shop, wrecking yard or sell used parts without a Conditional Use Permit.

Carney verified Derry will submit the Zone Compliancy Letter to IDOT along with his Application for a Motor Vehicle or Travel Trailer Dealer License. Grasty confirmed the Letter will allow Derry to obtain the Dealer License. Whitaker will put the Letter on Region XII's letterhead and send it to Derry. Motion by Dickson second by Lloyd to approve the Zone Compliancy Letter regarding Parcel Number 0000234011 (2046 Highway 4, Panorama) addressed to the Iowa Department of Transportation (IDOT). Motion carried on a vote: Ayes: 4 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to discuss the Transfer Station Operator and Transfer Station Scale Operator Job Descriptions. Supervisors acknowledged they reviewed the job descriptions he provided during the last regular meeting on Tuesday, 28 August 2018. Arber confirmed the Descriptions set the salary grade as well as his ability to flex an employee's hours between thirty-six to forty (36-40) hours each week. Arber pointed out the duties and responsibilities primarily stayed the same. He added a weight component to the Scale Operator's Job Description. A new employee must be able to lift fifty to 100 pounds (50-100 lbs), so the person can help with recycling too. Joyce Miller, TS Scale Operator, will be "grandfathered" as an existing employee. Grasty verified Arber intends to cross train the staff. Arber pointed out this will allow staff to rotate jobs; especially during the cold weather. Motion by Dickson second by Carney to approve the Guthrie County Transfer Station Operator and Transfer Station Scale Operator Job Descriptions. Motion carried on a vote: Ayes: 4 Nays: 0.

Arber provided a Transfer Station update. The fences are finished at TS. Pursuant to the recommendation of the Iowa Department of Natural Resources as well as Cindy Turkle, Turkle Clark Environmental Consulting, Arber had the natural gas line to the Garbage Building disconnected for safety reasons. Arber reminded Supervisors of the meeting with the Cities to discuss the 28E Agreement for Use of the Guthrie County Solid Waste and Recycling Agency on Thursday, 6 September 2018, at the Guthrie County Public Health Building. Grasty and Lloyd plan to attend the meeting. Arber stated the new 28E Agreement must be adopted by January 2019 per the 1995 version of the Agreement. Carney inquired if there is a specific renewal date. Arber wants to include a provision which requires renewal of the Agreement ever five (5) years. Grasty verified the Koster Grain Contract will expire in June 2019. He wants to ensure the Cities are aware of any additional costs, so he encouraged Arber to research future hauling expenses. Arber plans to set the per capita rate for five (5) years barring any unforeseen issues. Dickson is glad Arber compiled all the necessary data to justify the new 28E Agreement. In Arber's opinion, the per capita rate is the best system.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the assignment of the Tax Sale Certificates for Parcel Number 0001424400, Parcel Number 0001424500 and Parcel Number 0001424600 held by the County. TF 14, an investment company, currently owns Parcels 0001424400 and 0001424600. TF 04 currently owns Parcel 0001424500. The parcels are located at Diamondhead Lake. Ed Eustice wants the County to sign over the Tax Sale Certificates in exchange for payment of the balance due, \$3,485.00. Treasure advised the breakdown of the balance due is \$1,321 for Parcel 0001424400, \$1,371 for Parcel 0001424500 and \$793 for Parcel 0001424600. Historically, the Supervisors assign a Tax Sale Certificate in exchange for payment of the balance due. The County has held the Certificates since 2013. Treasurer clarified the taxes have remained outstanding since Tax Year 2012. Dickson confirmed there is a shed on Parcel 0001424400. Carney verified the balance due will satisfy the total outstanding back taxes to date. Treasurer explained Eustice can serve the Ninety (90) Day Notice and then receive a Tax Sale Deed for the parcels upon expiration of the time period. Motion by Dickson second by Carney to assign Guthrie County's Tax Sale Certificates for Parcel Number 0001424400, Parcel Number 0001424500 and Parcel Number 0001424600 to Ed Eustice for the balance due, \$3,485.00. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the SRD update. Grasty inquired about a road northeast of Panorama. He received a complaint about wash boarding on it. Sebern advised SRD blades from Lake Lumber to the Stop Sign on Utopia Avenue, even though, it is within the city limits. He will check on it. Sebern advised he received several citizen concerns since the weather went from dry to wet. SRD is working to transition the roads back to a proper state of maintenance. Sebern advised SRD continues to collect traffic data at Lake Panorama. The counters were out all summer and will remain until the end of August. Sebern will compile the data and present it to Supervisors. Sebern advised all the construction projects currently are delayed because of the weather. Grasty inquired about progress on the dead end, low water crossing. Sebern advised it only should take a couple weeks to complete in good weather. SRD will place an old boiler pipe in the creek to make the crossing. The crew will not remove the crossing until they are sure there is a clear stretch of weather which gives them time to replace it. Sebern

confirmed there are farms on the south side of the creek. Sebern also advised SRD is working on a dirt road in Grant Township. The crew is reshaping the area and installing a new pipe. Sebern verified seeding is delayed due to the weather. At this time, SRD is hauling sand from the stock pile in the north. The crews also are cutting brush to stay busy. Grasty wants Integrated Roadside Vegetative Management (IRVM) to know the complainant is happy IRVM addressed the issue. Sebern advised Eric Whitver finished work for this season. In addition, John Lyall only can spray at this time. Steve Stringham, IRVM Supervisor, is trying to do the remaining work. Carney verified IRVM continues to spray trees. Sebern advised IRVM will finish spraying soon because some of the trees are dropping leaves. Lloyd advised he checked the trees near the City of Bayard, but SRD cannot address the matter until it is frozen because the area is a swamp. Lloyd confirmed SRD only needs to address the trees in the ditch. Sebern advised IRVM received a total of \$39,000 in grants from the IDOT Living Road Trust Fund Grants. The first grant is for a hydro-seeder in the amount of \$15,000. The second grant is for a rotary forestry head in the amount of \$24,000. Sebern did not budget for a skid steer on which to mount the forestry head. He will work through the details as part of the overall brush program. Lloyd inquired about the total cost of the forestry head. Sebern advised the grant only covers part of it. He estimates a skid steer will cost approximately \$100,000. The grant did not cover a skid steer because it is too multi-purpose, so there is no guarantee IRVM will be the only Department to use it. In Grasty's opinion, it will make a great addition. Sebern advised he took bids for Randy Clipperton's truck. Karl Chevrolet of Stuart submitted the lowest bid. Karl's beat New Way Ford by \$400. The new truck will be a half (1/2) ton diesel with an extended cab, and it is in stock. Clipperton's old three quarter (3/4) ton truck will go to Todd Plowman. Sebern advised the new belly dump trailer was in stock and arrived at SRD. Sebern will auction the old truck and trailer rather than trade it, so SRD can finish the season with it. The new semi-truck will not arrive until winter because the company is so far behind schedule. SRD finally took delivery on the new Volvo plow truck from FY2018. There are problems with the tailgate. Sebern is unsure if it is the hydraulics or the truck. Sebern advised the patching contractor is supposed to start in a couple of weeks. Sebern reminded Supervisors the Monteith Road will not be patched until next year as part of the overall contract. 190th Street (Wichita Road), 310th Street (Diamondhead), 280th Road (Redfield) and County Road F63 will be patched this year. 310th Street has a long stretch which is broken and moving around freely. County Road P28 is not in the contract. Contractor also will do something with the dip by 310th Street and Maple Avenue. In addition, Contractor will patch the intersection of County Road F63 and Highway 25. This patching will be all concrete. Carney inquired why there are no asphalt chips in County Road N54 (Adair Road). Sebern has concerns about the area settling and forming a solid base. He wants to cover it with seal coat before the winter; however, he does not want to waste money if it is not ready. The rainy weather will help settle the area. SRD also needs to address the potholes. Since the seal coat contractor is delayed, the area will have more time to settle before the contractor is ready to cover it. SRD will not use asphalt millings on Chestnut Road (Coon Road). Sebern advised his staff continues to work on the Middle River Bridge plans. The staff completed the preliminary plans, so they can apply for the permits. In addition, the Monteith Road plans are almost at the "check plan" stage. Sebern advised Murphy Heavy Contracting may have openings to do repairs this winter. Sebern continues to work with utilities. ITC broke the inside radius of some curves on 280th Road. ITC will reimburse SRD for patching work SRD already planned to do this year. Dickson advised there is a section of shoulder washed out along White Pole Road. Carney stated he wants the road graders to work on the gravel and dirt roads as soon as possible, so the roads are in good shape before November. Sebern advised it is too wet to work on these roads at this time. Grasty briefly talked about wash boarding in the roads. Lloyd commented he seen the shoulder maintenance truck. Grasty wondered if it is more efficient to have one (1) truck dump gravel and another truck spread the gravel; rather than the first truck back up to spread it. Sebern commented it steals manpower from other jobs, if a crew maintains the shoulders. In particular, it will take away from ditch cleaning. Grasty thinks his idea may save time. Sebern stated it is a balancing act. He is unsure if it is better to pave the shoulders or just spread gravel. The truck can redress an entire area, if necessary. There are several areas, such as 190th Street and County Road P28, which wash out regularly. Grasty and Sebern concurred they have seen worse in other Counties. Sebern cautioned an edge with a drop off is dangerous. Dickson mentioned there are big chunks of road broke out on White Pole Road. He is waiting for the chunks to pop out. Sebern stated the pieces may sit for a while, if the pieces are sitting fine. He confirmed the concrete is eight inches (8") thick in that area.

Grasty inquired about the Human Resources position. Sebern advised he has a solid job description from Madison County. In his opinion, it fits the County's needs. Dickson advised he drafted an email which he wants to send to the Elected Officials/Department Heads (EO/DH) requesting input on the duties and responsibilities of the position. The deadline for replies will be two (2) weeks. Sebern proposed an EO/DH meeting to discuss the matter. Afterwards, Sebern and Auditor will compile the feedback, so they can present a unified proposal to Supervisors. Grasty thinks it

is a good idea for EO/DH's to discuss the matter amongst themselves. This way experienced EO/DH's can offer insights. Dickson expressed concerns about trying to implement too many responsibilities during the first year. In his opinion, there will be plenty of human resource duties, so he does not want to entertain other tasks. Sebern thinks it will be good for EO/DH to discuss it. He pointed out EO/DH need to understand it will take time to develop the position. Sebern will setup the meeting after Dickson sends his email.

Sebern advised the Teamsters Local Union No. 238 election will be this fall. SRD provided a list of employees and will post all the requisite notices. Sebern confirmed the Union pays for the election. There only is a minimal expense for the County. Auditor admonished Supervisors not to discuss the election with any employees and to refer all questions to the Iowa Public Employment Relations Board (PERB).

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting. He provided a copy of an email chain discussing the New Veteran's Memorial Project. In particular, it contained a discussion with the contractor hired to install the concrete slab. Thompson noticed utility locates were done last week, so he requested the specifications for the slab. Thompson advised there is money in Dept: 53 - Facilities Management to pay for sidewalk repairs in the area. He wants to collaborate with the contractor to install a new sidewalk at the same time as the concrete pad for the Memorial. Thompson also wants to install a sidewalk to the Memorial, so it is Americans with Disabilities Act (ADA) accessible. He plans to replace eighty-five feet (85') of sidewalk and pour it five inches (5") thick. This will enable it to handle more weight. The projected price is \$4,012. Thompson had the contractor assess the sidewalk when he poured the slab for the last Veteran's Monument. The contractor quoted the same price again. Thompson also notified Supervisors about the New Veteran's Memorial Project. Lloyd inquired about who is coordinating the Project. Thompson advised Trudi Tam along with several other people are doing it. Michael Johnson is doing the planning. The group will pay for the concrete slab. Thompson advised there needs to be fill around the west end due to the grade change. Dickson inquired about the patch of grass. Thompson explained this is caused by the flag holders being installed outside of the original concrete slab for the last Veteran's Monument. The new slab will have the flag holders mounted in it. Thompson said the patch is a good place for flowers or a table. Tam's group wants to pour the slab this fall. Thompson expects the project to start soon. Dickson verified there is no drop on the west side. Thompson advised the contractor will bring in dirt to fill to the slab. Carney verified the corners are square and not round. In Thompson's opinion, this is a better way to do it, if there is a need to add onto the slab. Carney pointed out Supervisors already agreed to the new Veteran's Memorial. Thompson advised he will address the elevation changes with the new sidewalk. Motion by Dickson second by Carney to authorize Thompson to undertake the Sidewalk Project in collaboration with the new Veteran's Memorial. Motion carried on a vote: Ayes: 4 Nays: 0.

Carney inquired about the Drainage Tile Project at the County Farm. Thompson advised he received maps from Dickson this morning. Thompson cannot visit the area, at this time, because it is a terribly, muddy mess. He will take contractors to assess it when the area is drier. Thompson prefers to find the title outlets ahead of time, but the contractors may need to find the outlets during the job. Thompson concurred the map does not show a great amount of detail. Thompson will meet with contractors on the Supervisors' list to get cost estimates and projects ideas. Thompson advised Supervisors will need to address the fence along the area because there are numerous trees in it.

There was no other discussion about pending county property projects.

Auditor presented the 2017/18 GASB #75 OPEB Service Agreement with SilverStone Group. Auditor advised County must switch to a different provider because Robert Hopson could no longer provide the service. His reports do not meet the new Governmental Accounting Standards Board (GASB) Statement No. 75 requirements. Hopson acknowledged there are significant changes to the reporting requirements, so he sent the County's information to the SilverStone Group. At this time, County does not have a choice because Hopson did not notify Auditor until the end of July 2018, and the report must be complete by the end of Calendar Year 2018. Tim Benton, Assistant Guthrie County Attorney, reviewed, modified and approved the Agreement. The fee for the 2018 fiscal year valuation will be \$3,000. The Agreement sets out the Actuarial Services along with Additional Actuarial and Consulting Services provided by SilverStone. In addition, the Agreement sets forth the Fees, Terms, as well as standard legal language, such as Termination, Confidentiality, Indemnity, Assignment, Limitation of Liability, Governing Law and Dispute Resolution. Auditor explained SilverStone will perform a full actuarial valuation of the retiree health plan for FY2018. The report will include the information necessary to meet the GASB 75 Other Post-Employment Benefits (OPEB)

disclosure requirements as of 30 June 2018. In addition, the report will contain a static “roll forward” of the 2017/2018 actuarial results that will normally be suitable for the 2018/2019 disclosures. County must request any additional actuarial and consulting Services for supplemental costs. SilverStone also will respond to the State Auditor’s request for information regarding the annual actuarial valuation and financial disclosure which may be needed to provide the audit confirmation. Supervisors do not understand why the County needs to pay for an additional report, if the State Auditor’s Office conducts the audit. Auditor advised the County previously paid Hopson \$1,800 in June 2016 to complete an OPEB Actuarial Report under the GASB 45 reporting requirements. It was paid from Dept: 51 – General Services just like the audit. Auditor pointed out SilverStone is willing to meet the deadline. Motion by Carney second by Lloyd to approve and sign authorize the 2017/18 GASB #75 OPEB Service Agreement with SilverStone Group. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Dickson second by Carney to approve the Minutes from 28 August 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed a possible meeting with Guthrie County Township Trustees and Clerks. Carney suggested scheduling the meeting during the budgeting season. Supervisors will send a letter inviting Trustees and Clerks to discuss cemetery funding. Carney still thinks Townships should fund the cemetery(s) within its borders. In Grasty’s opinion, it is the Townships choice, if it wants to do its own work. Grasty noted it is hard to find people to do the work. In addition, he thinks the Townships should get bids for mowing because Townships pay for the service with public funds. Finally, Grasty believes it may avoid future problems, if Trustees and Clerks received the same raise as the County employees.

Supervisors reviewed the Secondary Roads Department Payroll Report for 29 July 2018 – 11 August 2018, Courthouse Payroll Report for 5 August 2018 – 18 August 2018 as well as the Assessor Payroll Report for 4 August 2018 – 17 August 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:59 a.m. until its regularly scheduled meeting on Tuesday, 11 September 2018. Motion by Carney second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

11 September 2018

The Guthrie County Board of Supervisors met this 11th day of September, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 11 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 13 August 2018. Grasty asked about the bridge approaches. Hanner advised the approaches are not finished because there is too much traffic on the Raccoon River Valley Trail (RRVT). The contractor will begin working again in October or early November 2018. Grasty commented it is good there is too much traffic. Hanner advised RRVT usually slows down after RAGBRAI. It benefits everyone including the

contractor if there is less congestion on RRVT. Lloyd inquired about the electrical study. Hanner advised it is not setup yet. He wants camping to slow down before doing the study. Hanner wants to review the electrical needs thoroughly. This includes evaluating existing as well as future plans. The Memorial Day weekend brought a large crowd and put a huge load on the electrical system. Hanner explained GCCB needs to upgrade the older parks such as Nations Bridge Park which was developed in the 1960's/1970's. Carney suggested Hanner research the electrical demands of modern campers. GCCB authorized Hanner to upgrade the 2011 truck with 14,400 miles. It will cost approximately \$26,000 to replace this truck with a similar extended cab vehicle. This is the "State Bid". Hanner contacted Karl Chevrolet of Ankeny, and the General Manager thinks he can beat the "State Bid". He provided a quote for approximately \$25,000. In addition, Hanner can trade in the old truck at Karl Chevrolet of Stuart and receive approximately \$10,200. The General Manager at Karl thinks Hanner should trade vehicles every two to three (2-3) years; especially when the "State Bid" is so low. GCCB discussed the matter and opted to do it. Supervisors and Hanner briefly discussed the Fund: 0027 - County Conservation Reserve Fund as well as the "Restricted Use Account". Hanner acknowledged a couple of GCCB members understand Carney's point regarding the health insurance amendment. Auditor confirmed she is working to establish a formal "Restricted Use Account". She also advised Supervisors should not transfer the balance of the Fiscal Year (FY) 2017-2018 Fund: 0002 - General Supplemental, Dept: 22 - Conservation Board Budget (\$3,070.73) to Fund: 0027 since it just funds the County's share of the health insurance premiums. Supervisors simply should transfer the balance of FY2018 Fund: 0001 - General Basic, Dept: 22 (\$1,797.56). Hanner also wants to transfer the excess Camping Fees (\$10,807.35) too. Grasty directed Auditor to put these items on the Agenda for the next regular meeting on Tuesday, 18 September 2018. Auditor will notify Hanner of Supervisors' decision via email.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting. Arber handed out the DRAFT 28E Agreement for Use of the Guthrie County Solid Waste and Recycling Agency. He met with the Cities on Thursday, 6 September 2018 and presented the Draft Agreement at the Meeting. Arber advised he added a clause specifying the Agreement shall be negotiated and updated by all the parties every five (5) years. In addition, the per capita rate is twenty dollars per person (\$20/person) for each participating City. The new Agreement will take effect 1 July 2019. Arber confirmed all the Cities will pay the same per capita rate. In the past, each City paid a different rate. There was a six dollar (\$6) variance among all the Cities. Arber compared the expenditure and revenues over the last three (3) fiscal years to justify the new per capita rate. Based on the data provided, the County contributed \$262,913 over this time and the Cities contributed a combined total of \$240,000. Some of the Cities suggested the County should remit a per capita rate. Arber explained the County provides its share from Fund: 0011 - Rural Services. In his opinion, this is fair because the County typically contributed more than all the Cities. In addition, it should not change because the County makes up the difference in those years when TS makes large purchases. Arber briefly discussed an alternative option. Without the per capita rate, Arber must raise the Tipping Fee to ninety-five dollar per ton (\$95/ton) to account for the difference between the revenues and operating expenses. Arber offered to attend City Council Meetings to discuss the Agreement. The Cities of Guthrie Center and Panora were the only Cities at the Meeting. Arber is unaware of any objections to the Agreement. He will have the Guthrie County Attorney review it. Upon approval, Arber will disseminate the Agreement. The goal is to finish signing all the Agreements by January 2019. Grasty commented it was a good meeting.

Arber provided the Guthrie County Transfer Station update. Arber stated he is in the process of changing the way TS does business. In particular, he is revising staff hours and schedules. At this time, Arber turned the update over to Brandon Thompson, Guthrie County Facilities Manager. Thompson advised new brakes were installed on the recycling truck. In addition, the contractor finished installing the new doors on the Blue Building. Thompson will finish replacing the tin next week. He also purchased and will install a new heater in the Blue Building. Thompson advised there was an issue with the air-conditioner in the Telehandler. Something punctured a hole in the line. Thompson had to order a new specialty line. The warranty did not cover this incident. He plans to install an expanded metal cover on the bottom of the Telehandler to prevent further damage. At this time, he is unsure of the total repair costs. Rutledge asked how much it has cost to repair the Telehandler due to operator error. Thompson estimated the total cost is approximately \$5,000. He pointed out, the machine has not been at fault for these issues. Furthermore, it only has been in use since March 2018. Thompson confirmed the staff does keep a detailed service log and follows the maintenance schedule.

Thompson expressed concerns about some recent projects in the Guthrie County Courthouse. In particular, he found a \$330 invoice from Unplugged Wireless Communications LLC on his desk. It was for the installation of a camera system. There was no explanation accompanying the bill. In addition, there was no communication between the Guthrie County Sheriff's Department and Thompson regarding the project. Thompson is unsure exactly what Unplugged Wireless installed at the Courthouse. Grasty inquired if the switch allows the Guthrie County Dispatchers to switch amongst all the security cameras. Thompson emphasized he was not notified of any work ahead of time. He also alerted Supervisors about the installation of a new phone system in the Sheriff's Department. It happened last week. Once again, Thompson was unaware of the project. Thompson explained he would have notified the Guthrie County Sheriff about the plan to upgrade the phone system throughout the entire Courthouse. Thompson is unaware if the Sheriff Department's phone system has not worked properly in the past. Auditor passed around the claim for the new phone system approved on 26 June 2018. It cost \$8,626.78 and was paid from the FY2018 Dept: 05 – Sheriff Budget. Rutledge commented the Shive Hattery Architecture & Engineering Needs Assessment should have included a new phone system. In addition, Rutledge questioned why Sheriff installed a new phone system now. Dickson thought Supervisors made it clear all Elected Officials and Department Heads within the Courthouse need to discuss all projects with Thompson. Grasty advised he had a direct conversation with Sheriff about it. Thompson just wants to be notified about projects; especially if the cost will be borne by the Dept: 53 - Facilities Management Budget. He just wants everyone to work together. Supervisors emphasized coordination and supervision of these projects is part of Thompson's duties. Thompson advised he reviewed the first invoice from Shive. He wants a better explanation of the services provided during the billing period. Thompson stated Shive has not requested any information from him. He confirmed Shive has all his contact information. Carney inquired if the Needs Assessment will be done shortly. Thompson advised it is supposed to take a couple of months. Supervisors thought Auditor sent out an email regarding the Facilities Manager position. Auditor pointed out it specifically was discussed at a Department Head Meeting. In Rutledge's opinion, Thompson should be notified about all work in the Courthouse. This applies even if something actually broke, and a Department needs to replace it. Thompson advised he will draft a notice and Auditor will disseminate it to the vendors. It will require all vendors to contact Thompson prior to commencing any work plus a vendor must provide proof of insurance and a copy of any license(s), if applicable. Supervisors directed Auditor to send a reminder email to all Elected Officials and Department Heads stating any work done in the Courthouse and/or paid from the Dept: 53 Budget must be approved by Thompson. Rutledge mentioned the capital asset procurement policy. At this time, Supervisors have not set a minimum value. Dickson concurred he wants notices sent to all the vendors. Supervisors briefly discussed whether or not vendors can be held accountable for doing unapproved work in the Courthouse. Rutledge confirmed Auditor will send notices to vendors.

Thompson provided a Facilities Management update. The walls are finished in the Information Technology (IT) Office at the Guthrie County Public Health Building (PH). Thompson plans to install the ceiling when it is cooler. In addition, Arber will help Thompson paint the exterior of PH. Thompson spoke with Caliber Concrete LLC regarding replacement of the sidewalk adjacent to the new Veteran's Memorial. He is unsure if Caliber still is adhering to its schedule. Caliber will notify Thompson prior to commencing the work. The Memorial will rest on a twenty by twenty (20x20) concrete slab. The group installing the Memorial will pay for the slab. County will cover the cost to make the Memorial Americans with Disabilities Act (ADA) accessible. Thompson advised the State Elevator Inspector completed the evaluation. Thompson received an updated list of necessary repairs and upgrades. He will meet with the elevator repair company about the report. Thompson will determine the appropriate course of action. County may be able to pay for a portion of the work from FY2019 and FY2020 Dept: 53 Budgets. All the mandatory repairs must be completed by 2020. Thompson will have more information next week. Grasty suggested incorporating a new elevator with the new Jail. Grasty inquired about the truck. Thompson stated it is doing fine. To date, it needed front brakes and a few other minor repairs. Thompson advised he needs to begin preparing the boilers for fall. Carney inquired if the extra space in the basement could impact the Needs Assessment. In Thompson's opinion, it is possible, but it depends on the plans. Carney pointed out the newly acquired space may change everything. Grasty expressed reservations about the cost to remodel the existing area.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented Resolution 19-08: Resolution Approving an Agreement Between Guthrie County Secondary Roads Department and the Iowa Department of Transportation (IDOT) for a Living Road Trust Fund Grant. Said Resolution approves the project development agreement and authorizes Sebern to sign as well as execute the project development agreement. Furthermore, the Resolution specifies the Guthrie County Secondary Road Department (SRD) is responsible for the Integrated Roadside Vegetation

Management (IRVM) program and for managing certain roadside properties. In addition, IDOT provides funding assistance through the Living Roadway Trust Fund for some expenses related to these responsibilities. Finally, SRD has applied for and been awarded a Living Roadway Trust Fund grant for the amount of \$15,000.00 for a forestry mulcher. Sebern explained the Resolution approves the agreement with IDOT to administer the Grant. Dickson verified the Grant is administered by IDOT. Sebern explained it is a hodgepodge of groups which provide grants to IRVM through the Living Roadway Trust Fund. He pointed out the native prairie seed is paid for through a federal grant. Motion by Lloyd second by Carney to approve Resolution 19-08: Resolution Approving an Agreement Between Guthrie County Secondary Roads Department and the Iowa Department of Transportation (IDOT) for a Living Road Trust Fund Grant. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Sebern submitted Resolution 19-09: Resolution Approving an Agreement Between Guthrie County Secondary Roads Department and the Iowa Department of Transportation (IDOT) for a Living Road Trust Fund Grant. Said Resolution is identical in form and content to Resolution 19-08 except SRD applied for and been awarded a Living Roadway Trust Fund grant for the amount of \$24,000.00 for a hydro-seeder. Motion by Lloyd second by Rutledge to approve Resolution 19-09: Resolution Approving an Agreement Between Guthrie County Secondary Roads Department and the Iowa Department of Transportation (IDOT) for a Living Road Trust Fund Grant. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Sebern provided a SRD update. Grasty inquired about a road. Sebern confirmed it was not rutted out and not dangerous. In particular, there was nothing too squishy; however, there were some bald areas. All in all, it seemed hard. The Equipment Operator will monitor and blade it. Traffic causes the wash boarding when there is so much rain. The vast majority of gravel roads just need a good blading. Gus Construction Company is moving to the Grant 112 project. Gus will replace the bridge with a box culvert. The concrete patching contractor will be arriving soon. Several areas need to be patched and the count continues to increase. Contractor cannot address all the areas this fall, so the contract will carry over into next spring. Contractor will address the worst areas now. By extending the contract, it allows contractor to deal with the areas which blow up during this winter. Dickson inquired if SRD must amend the contract. Sebern stated he just needs to send IDOT an email. The breaks caused by the utility company increased the count. Rain also caused a delay in the contractor's expected arrival time. Rutledge confirmed Sebern hired a different contractor than the contractor which patched Highway 44. In Rutledge's opinion, there are rough spots in those patches. Sebern explained those type of patches always are rough. Sebern advised IRVM will continue spraying until the leaves fall off the trees. In addition, IRVM still is seeding too. Grasty inquired if Sebern intends to develop a plan for brush and tree control during this winter. Sebern stated he is working on it now. At this time, he is developing a "big picture scope" since he has supervised IRVM for over a year and began to improve the equipment. Sebern cautioned there will never be completely clear road right-of-way. He pointed out IRVM moves into an area and then cannot leave because neighbors request additional work in the area. This makes it difficult to address issues across the County. Sebern is trying to figure out how to prioritize areas and address complaints too. He wants to develop a pattern and a system which allows IRVM to work throughout the County. Sebern needs to figure out what will work best and how he needs to arrange the schedule to get the most work complete but still address the "hot spots". He will continue the planning process he started last winter. The Monteith Road project goes to IDOT for "check plans" today. This means the design phase is ninety percent (90%) complete. Sebern advised the Teamsters Local Union No. 238 election is moving forward. SRD is trying to finish the low water crossing and move off the dirt roads. SRD also continues to shape these roads before harvest. Dickson confirmed SRD will blade the gravel roads too. There are potholes all over the roads due to the weather. Sebern stated SRD will work the gravel if there is enough moisture. If not, it is too hard for the blade to cut without scarifying the road. Dickson confirmed SRD hits the bad spots first and then blades the entire road. He also asked if it is harder to work with the white rock. Grasty confirmed the road by the Morrisburg Church (268th Street) is a Farm to Market Road. If so, why is there no white rock on it? Sebern advised the truck traffic destroys the white rock. Rutledge verified it was part of the rock haul. Sebern pointed out the Street gets a great deal of semi-truck traffic. Grasty received complaints from property owners regarding the speed and danger posed by the truck traffic. Sebern advised the Street is wide, but it has a tight right-of-way. Lloyd pointed out the rock on high traffic roads does not last because the traffic "beats it to death". Sebern

explained it costs a great deal to buy the right-of-way, reshape the road, and rock it. Supervisors do not understand why semi-trucks use 268th Street. It appears to be mostly Landus Cooperative trucks. Auditor suggested Sebern call Landus. Sebern advised the Elected Official/Department Head Meeting regarding the new Human Resources position will be Wednesday, 19 September 2018 at 9:00 a.m. Carney asked if the Equipment Operators are doing spot blading to fix problem areas. Sebern confirmed there are a couple of operators who like to spot blade. He advised there is a time and place for it; however, it is not the right practice to use all summer. Lloyd inquired about the gravel pile. Sebern confirmed there is a fair amount. SRD needs to run the pile dry because the best rock is under the pile. Randy Clipperton, SRD Supervisor, and Sebern continue to check on patrols as well as look into Supervisors' complaints. All in all, the roads drive fine. Some just need to be bladed when the weather permits it.

Supervisors reviewed the 2018 Guthrie County Zoning Permits Report through August. Auditor is unsure why Guthrie County Zoning Administrator sent the report prior to the end of the Third Quarter. Grasty pointed out the Report includes a valuation amounts now.

There was no additional discussion about any county projects.

Motion by Rutledge second by Carney to approve the Minutes from 4 September 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor advised she cut the check to Willms Fencing LLC last week, at the request of Thompson, because Willms needed the payment right away. Motion by Rutledge second by Dickson to approve the Claims from 29 August 2018 – 11 September 2018 in the amount of \$253,208.01 and check to Willms Fencing LLC in the amount of \$5,464.15. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Secondary Roads Department Payroll Report for 12 August 2018 – 25 August 2018 as well as the Courthouse and Assessor Payroll Reports for 18 August 2018 – 31 August 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:23 a.m. until its regularly scheduled meeting on Tuesday, 18 September 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

18 September 2018

The Guthrie County Board of Supervisors met this 18th day of September, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m. The Supervisors began the meeting in the Public Meeting Room to hold the Public Hearing re Amending the Guthrie County, Iowa, Official Zoning Map.

Motion by Rutledge second by Lloyd to approve the Agenda for 18 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Rutledge to open the Public Hearing re Amending Guthrie County, Iowa, Official Zoning Map to Rezone the following described real estate in Guthrie County, Iowa: Parcel "B" of the North Half (N¹/₂) of Section Nine (9), Township Eighty-One (81) North, Range Thirty (30) West of the 5th P.M., Guthrie County,

Iowa, AND Lot Five (5), except the South Thirty-Three (33) feet thereof, and the South 118 feet of the West 165 feet of Lot Three (3), except the East Fifty (50) feet of the North Eighty-Five (85) feet thereof, all in the Northwest Quarter (NW¼) of Section Nine (9), Township Eighty-One (81) North, Range Thirty (30) West of the 5th P.M., Guthrie County, Iowa (Parcels Number 0000661201 and 000071120) from Agricultural Production District (A-1) to Industrial Park or Heavy Industrial District (M-2) at 9:01 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. Chris Whitaker, Guthrie County Zoning Administrator, explained the reason for amending the Official Zoning Map. In particular, the area is being rezoned from A-1 to M-2 at the request of Marty Derry. Whitaker did not receive any written or oral comments. The Guthrie County Planning and Zoning Commission meet on 14 August 2018 at 1:00 p.m. to hold a Public Hearing on the matter. Subsequent to the Public Hearing, the Commission adopted the recommendation to rezone the area. Jolene Welder inquired about how the amendment will impact her property taxes. Auditor advised there will be no impact on a neighbor's property taxes. Welder's property value only will increase if she does something to trigger it. The amendment may impact Derry's property taxes. Auditor cannot speak to the fair market value of the property, if Welder opts to sell it. She also asked about the M-2 District. Whitaker read the list of Principal Uses set forth in Section 8.041.020 of the Guthrie County, Iowa, Zoning Ordinance. He also read the list of Conditional Uses set forth in Section 8.041.030. Whitaker confirmed a junk yard and automotive wrecking yard requires a Conditional Use Permit (CUP). Rezoning alone is not enough for Derry to operate a junk yard/wrecking yard. Grasty verified each conditional use necessitates CUP. Welder asked how the County plans to ensure Derry will keep junk and debris off the road. She explained residents had a problem with the previous owner and the recycling operation. Welder was content Derry will contain his loads but expressed concerns about other people hauling junk into the area. Mike Webb advised Environmental Services of Iowa (ESI) did not maintain the road. In fact, ESI mixed debris into the road. Lori Bishop expressed concerns about damage to the road as well as debris. She mentioned pictures depicting the condition of the road, but she never provided any pictures. Grasty inquired if these issues may be address in CUP. Derry pointed out there have been no issues with the road since he purchased the property. Bishop also asked about the front yard being an open, landscaped area per the Zoning Ordinance. Webb presented pictures taken late on Sunday afternoon, 16 September 2018. The pictures showed the current state of the property including vehicles and containers in the front yard. Webb advised ESI also caused large cracks in the road by moving a car crusher across it. Whitaker read the Special Requirements set forth in Section 8.041.090 of the Zoning Ordinance concerning screening and open, landscaped required yards. He pointed out these Special Requirements are mandatory. Bishop expressed concerns about the current "fences" being just trees. She pointed out there is no fence after the leaves fall from the trees. Lloyd inquired about the old scale left from the elevator. Webb advised Derry purchased it with the property. Bishop and Webb assume it will be part of the junk yard. Bishop talked about the causes of debris on the road. In particular, debris is left behind as vehicles traverse back and forth from the scale. Welder also talked about picking up debris in her yard and along the road. Webb provided a more in-depth explanation of the problems with ESI's past process. Webb did acknowledge Derry has done a good job keeping the area clean. In his opinion, Derry will keep his word and do it. Bishop reiterated her concerns about Derry only having trees as a fence. Webb advised he shares a driveway across from the main entrance to the property. He inquired about which entity will monitor and/or oversee Derry's operation to make sure it runs properly. In fact, he spoke with Richard Stone at the Guthrie County Transfer Station about Iowa Department of Natural Resources (IDNR) regulations. Webb expressed concerns about the property possibly turning into a landfill. Grasty advised IDNR will be contacted if issues arise with the property. Bishop also expressed concerns about the dumpster. Derry assured Supervisors and residents there only will be scrap in the dumpsters. Carney inquired about the fence. Derry advised there is a fence around the property; however, some stretches are better than others. In his opinion, the trees are sufficiently thick to constitute a screen. Eventually, Derry wants to fence the entire area to keep people out of it. At this time, he is working on cleaning the yards and removing trash left by the previous owner. He plans to rock the front. This will help eliminate any mud and/or debris on the road. Derry assured everyone he wants to maintain a good road. Derry advised the area is a work in progress. Since it has been a junk yard for years, nothing will happen overnight. Dickson inquired how often Derry must renew the Recycler License. Derry advised the Iowa Department of Transportation (IDOT) issues the Dealer as well as the Recycler License. Derry explained he must work with IDNR, IDOT and the County. Carney inquired about what will happen if Derry does not install a fence. Rutledge pointed out the Zoning Ordinance mandates he shall do it. Whitaker explained the Guthrie County Zoning Board of Adjustment may set more restrictive requirements in CUP. Bill Welder inquired about Derry having to put a fence around the recycling areas. Dickson reminded citizens and Supervisors the only issue before Supervisors is rezoning the area. Whitaker reiterated the site must be screened and the front yard must be free of all debris. Auditor advised all violations of the Zoning Ordinance or CUP should be handled as a county infraction. Bishop inquired about CUP. Whitaker advised he cannot answer specific questions

until Derry applies for it. J Welder inquired if Derry must screen the area around the bins or the entire area all the way to the road. Derry asked if there is a preference regarding the type of fence. This triggered a brief discussion. Webb wants the fence to screen the property from the Raccoon River Valley Trail (RRVT), so visitors do not have to look at it. This is contrary to past practice. Dickson verified Derry still needs to apply for CUP, even if Supervisors rezone the area. He also confirmed the citizen concerns may be addressed by CUP. Whitaker reiterated rezoning starts the process. It does not end it. Webb inquired about the status of a County Road. J Welder thinks the County closed a portion of it. Supervisors briefly discussed the road. Webb passed around an aerial map generated from Beacon. Rutledge asked if Beacon shows vacated alleys. Auditor advised vacated streets and alleys usually are denoted on Beacon. J Welder advised she lives across the street south and west of the main property. Webb inquired if Derry plans to use the three (3) acre open area for recycling. If so, he thinks the area shall be hidden from public view. Webb also asked why Derry did not put the old cars in a different location while he cleaned the property. Grasty stopped the line of inquiry because it does not pertain to the rezoning issue. Carney clarified Supervisors must rezone the area before Derry can apply for CUP. Whitaker explained all the rules will apply if Board of Adjustment grants CUP. Grasty verified Board of Adjustment will hold a Public Hearing concerning CUP. There were no further questions. Motion by Carney second by Lloyd to close the Public Hearing re Amending Guthrie County, Iowa, Official Zoning Map at 9:30 a.m. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor conducted the First Reading of Ordinance No. 34 – An Ordinance to Adopt the Amended Guthrie County, Iowa, Official Zoning Map Setting Forth the Revised Boundaries of the Zoning Districts Established by the Guthrie County, Iowa, Zoning Ordinance for all the Unincorporated Area of Guthrie County, Iowa. Motion by Rutledge second by Dickson to accept the First Reading of Ordinance No. 34. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Grasty and Rutledge) Nays: 1 (Lloyd).

Auditor advised Supervisors cannot waive the Second Reading of Ordinance No. 34. Furthermore, the Second Reading must be done at a separate regularly scheduled meeting. She will put it on the Agenda for the next regularly scheduled meeting on Tuesday, 25 September 2018 at 9:30 a.m. Carney verified the Ordinance becomes official after Supervisors waive the Third Reading and adopt it. Lloyd advised he voted Nay because he is concerned the Village of Herndon will experience issues like the City of Jamaica.

Breanna Morman, Coordinator of Disability Services for Guthrie County, joined the meeting to discuss her duties and responsibilities. Morman also coordinates the Jail Diversion Services for the County. Her primary responsibilities are coordinating Disability Services and Jail Diversion Services. In particular, she works with inmates. She arranges mental health assessments, if necessary. Morman works with inmates to ensure they get the proper services and supportive medications. Morman will work with tele-psych as well as other providers to continue pre-existing services. She also will set up substance abuse treatment, if the substance abuse evaluation requires it. Dickson inquired about how much time she spends performing these duties. Morman advised her week is split fifty/fifty (50/50). She also assists with mental health committals and/or people struggling with mental health symptoms. She will help arrange services to assist a person in mental health crisis in an effort to keep the person out of jail. Often, she will utilize the Hope Wellness Center in these situations. Morman also will help with referrals for higher level services. Carney asked if the Crisis Center meets the County's needs. Morman explained it depends on the individual's needs as well as willingness to commit to the services. Morman stated she thinks Woodward Resource Center is a worthwhile facility. Morman advised Woodward accepts after hours calls to assist County Sheriff Departments. It is very beneficial to transport an individual directly to Woodward the same night, if the person is in crisis. Morman pointed out there are long waiting list for Intellectual Disability Waivers. She explained most people are placed on waiver before reaching eighteen (18) years of age. Morman pointed out Integrated Home Health (IHH)/Medicaid does not pay for one on one (1 on 1) services. Morman shared various scenarios with Supervisors. She pointed out Country View Estates and Genesis Development have group homes in the area. Morman advised she does not work with Country View a great deal. In addition, Country View has not asked her for funding assistance to support any existing clientele. The best practice is for the Heart of Iowa Region to pay for services until all the other funding mechanisms are arranged for a new client. Carney inquired about what the Region typically funds as well as the process to receive it. Morman explained the Region funds most things, like first month's rent if client has a job, through the Service Coordination budget. Genesis also pays for the Discovery Program. The Region will pay for one on one (1 on 1) since most sources do not fund it. The Region also covers all tele-psych appointments. If an individual needs therapy, but the person is not near a provider within the insurance network, the Region will help pay

for therapy as well as medication management. Dickson asked about reoccurring charges. Morman provided a list of several services, such as daytime habilitation, SCL services, payee services, therapy, medication management appointments as well as transportation from home to daytime habilitation programs. The Region also provides funding to allow some individuals to remain in Residential Care Facilities (RCF). In particular, the Region provides funding for services other providers do not cover, so the individual can remain at the RCF. Morman explained the procedure for requesting funding. The request includes notes with specific justification for it. Morman also verifies if the person has insurance. If so, she uncovers why the insurance will not pay for the services. Usually, the service provider is not within the network of approved providers. Morman confirmed all funding requests are reviewed by Darci Alt, Chief Executive Officer, Heart of Iowa Region. Morman assured Supervisors she is conservative with her funding requests. She is confident the County is receiving adequate coverage. Morman advised she just began working within the Schools two (2) weeks ago. She met with the Principals. The goal is to begin setting up preventative programs, so children with needs are identified early. This way the child may not need as many services as an adult. The goal is to make children and families aware of the services. In addition, service providers can meet with children at school rather than home. Morman confirmed she only works in Guthrie County. Dickson reiterated he wants more answers from the Region. He does not think the issue is centered on clients within the County. In addition, he does not understand why Country View requests funding; especially if the staff does not complete the Managed Care Organizations (MCO's) or Medicaid renewal documentation properly. Country View must request assistance if it is losing insurance funding. Supervisors think Morman has a good handle on daily operations. They are happy with her service. Morman instructed Supervisors to call her, if there are any questions. Supervisors briefly discussed Morman's comments as well as the billing issues at Country View. Morman did not provide any additional update.

Lloyd left the meeting at 10:07 a.m.

Auditor submitted the State of Iowa 509A Certificate of Compliance (Insurance). The Supervisors reviewed the accompanying report prepared by Iowa Governmental Health Care Plan (IGHCP). The County is required to file this report annually. It certifies the County is a public entity which self-funds the health plan. Furthermore, the plan meets the requirements of Iowa Code Section 509A.14 and 509A.15 as well as other applicable provisions of the Iowa Administrative Code. There are two (2) filing fees associated with the report (\$100 filing fee paid to Iowa Insurance Division and \$400 actuarial report fee paid to Self-Funding Actuarial Services). These fees historically were paid out of the Partial Self-Fund Account. Motion by Rutledge second by Carney to approve and sign the State of Iowa 509A Certificate of Compliance (Insurance) and pay both of the associated fees out of the Partial Self-Fund Account. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors discussed transferring remaining funds from Guthrie County Conservation Board (GCCB) Fiscal Year (FY) 2017-2018 Budget to Fund: 0027 - County Conservation Reserve Fund. Auditor provided a packet containing the FY2018 Budget Reports for Dept: 22 - Conservation Board, Dept: 47 - Guthrie Co Historical Village, Dept: 49 - Resource Enhancement Board, and Dept: 50 - Conservation Reserve Fund. The packet also included a copy of both FY2018 budget amendment requests for said Departments. During the last regular meeting on 11 September 2018, Hanner advised GCCB authorized the transfer of the excess Camping Fees from line item 0001-1-22-6120-520000 in the amount of \$10,807.35 subject to Supervisors' approval. GCCB also authorized the transfer of \$5,420.87, the remaining balance in Dept: 22 (\$4,868.29) and Dept: 47 (\$552.58) FY2018 Budgets, during its meeting on 9 July 2018, subject to Supervisors' approval. The grand total of the requested transfer is \$16,227.35. Auditor confirmed Supervisors amended \$5,787 into Dept: 22, Fund: 0002 - General Supplemental for insurance. Therefore, the remaining \$3,070.73 in Fund: 0002, Dept: 22 is the balance left over from the amendment. According to Grasty, GCCB acknowledges there is a reason to leave this balance in the Fund: 0002 reserves. Auditor provided the historical revenues for Camping Fees and Trail User Fees (line item 0001-1-22-6120-529100). Dickson pointed out GCCB used resources in Fund: 0027 to pay for a portion of the water line project at Nations Bridge. Furthermore, GCCB also may have used it for the electrical upgrade. Dickson is fine with transferring money into Fund: 0027 as long as GCCB is willing to use the funds for improvements. Auditor advised Supervisors must adopt a Resolution authorizing any inter-fund transfer. Dickson also is fine with shifting the excess Camping Fees into Fund: 0027. Dickson asked if Joe Hanner, Guthrie County Conservation Director, is increasing the revenue estimates each year based on collected revenues. Auditor provided the historical estimated revenues for Camping Fees. Dickson has no objection to transferring \$1,797.56, the remaining balance in Fund: 0001 - General Basic, Dept: 22, but he wants to retain the remaining balance in Fund: 0002, Dept: 22. Carney concurs with Dickson and thinks the balance of Fund: 0002

should fall back into the reserves. Dickson is unwilling to transfer the remaining balance of Dept: 47. Grasty disagrees with Carney and Dickson because it differs from the conversation with Hanner during the last regular meeting. Auditor reminded Supervisors that they discussed keeping the Fund: 0002 balance with Hanner. Carney questioned why GCCB wants all the Trail Fees but only the excess Camping Fees. Auditor advised the Dept: 22 expenses totaled \$329,458.71 and Dept: 47 expenses totaled \$68,340.42. The revenues for Dept: 22 were \$68,560.32 while the revenues for Dept: 47 totaled \$8,849.04. Carney pointed out the entire cost for both Departments was \$320,389.77. Rutledge suggested transferring the balance of Fund: 0001, Dept: 22 plus the excess Camping Fees for a total of \$12,604.91. Supervisors directed Auditor to draft a Resolution for next week authorizing the transfer of \$12,604.91.

Supervisors discussed transferring the Trail User Fees into GCCB "Restricted Use Account". The account reserves Trail User Fees for improvements to the RRVT. GCCB authorized the transfer of all the Trail User Fees, \$13,268.45, into the Account, subject to Supervisors' approval during its regular meeting on 9 July 2018. Dickson does not want these revenues in a separate account. He thinks the revenue should remain in Fund: 0001 and pass through the budget. Auditor verified the revenues are part of Fund: 0001, and GCCB cannot utilize the funds without including same in the Dept: 22 Budget. Auditor advised Hanner tracks this Account, and she provides him reports on a regular basis. She provided Supervisors with a copy of the latest email she sent Hanner on 2 July 2018. In Grasty's opinion, GCCB will need all the Trail User Fees to fix the north portion of RRVT. Auditor advised it is difficult to track the balances of these unofficial accounts. She wants to convert these accounts to formal accounts which are part of the County Budget, or Supervisors need to terminate the accounts. Auditor reminded Supervisors that they authorized a transfer of \$14,127.05 in Trail User Fees to the Account on 12 September 2017. The current balance is \$30,051.05. Supervisors discussed the purpose of this account. Dickson and Carney do not want to commit the Trail User Fees to it. Grasty asked if Supervisors are willing to approve a budget amendment, so GCCB can repair and maintain RRVT. Auditor recommended Supervisors table this matter until they can discuss it with Hanner. Rutledge questioned why GCCB does not balance the difference between the Camping Fees and Trail User Fees. He suggested transferring this excess revenue in Dept: 22 which is \$6,184. Carney inquired about the funds in Dept: 49. In particular, what expenses may be paid for from the Resource Enhancement and Protection (REAP) money. Rutledge stated he will research the matter. He provided a preliminary list of uses from the Iowa Department of Natural Resources (IDNR) website. County can use REAP money as match for habitat grants. Website stated REAP allocations are thirty percent (30%) divided equally among all Counties, an additional thirty percent (30%) is allocated by population, and the final forty percent (40%) is allocated by grant. Motion by Dickson second by Rutledge to table transferring funds to the Guthrie County Conservation Board "Restricted Use Account". Motion carried on a vote: Ayes: 4 Nays: 0.

There was no additional discussion about pending county property projects.

Grasty briefed Supervisors on the Midwest Partnership (MWP) meeting in Audubon, Iowa. MWP discussed allowing the City of Coon Rapids to join the group. The consensus was it should not be an issue. Dickson expressed concerns about losing business to other areas with better incentives; especially, if MWP gets too large. In Grasty's experience, businesses look at multiple locations when contemplating a move into a new region. Dickson thinks it will make member entities compete with each other for new businesses. He also is concerned about MWP needing to hire more staff which will increase MWP's budget. Grasty advised there needs to be more entities supporting MWP in order to generate more revenue. Besides, Coon Rapids may not be interested in joining MWP.

Rutledge advised Adair/Guthrie County Emergency Management Commission is considering whether to hire a part-time person and begin the training process. Supervisors discussed the pro's and con's of hiring an additional person.

Grasty inquired about the status of the National Incident Management System (NIMS) training. Rutledge stated Supervisors need to create a policy regarding new employees completing the training during the probationary period. The FY2019 NIMS Compliance Letter will be sent out in October.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 26 August 2018 – 8 September 2018 as well as the County and Assessor Payroll Reports for 1 September 2018 – 14 September 2018.

Motion by Dickson second Carney by to approve the Minutes from 11 September 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:53 a.m. until its regularly scheduled meeting on Tuesday, 25 September 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

25 September 2018

The Guthrie County Board of Supervisors met this 25th day of September, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 25 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), was unable to attend the meeting. Auditor will reschedule this item for 9:00 a.m. at the next regularly scheduled meeting on 2 October 2018.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the assignment of the Tax Sale Certificates for Parcel Number 0001424800 and Parcel Number 0001424900 held by the County. TF 6, an investment company, currently owns Parcel 0001424800. TF 5 currently owns Parcel 0001424900. The parcels are located at Diamondhead Lake. Leslie Ferguson wants the County to sign over the Tax Sale Certificates in exchange for payment of the balance due, \$1,719.00. Treasure advised the breakdown of the balance due is \$693 for Parcel 0001424800 and \$1,026 for Parcel 0001424900. Historically, the Supervisors assign a Tax Sale Certificate in exchange for payment of the balance due. The County has held the Certificates since 2015. Treasurer clarified the taxes have remained outstanding since Tax Year 2014 when TF quit paying the taxes after taking deed to the Parcels. She advised TF is a tax sale investment company which bought numerous lots; however, TF no longer maintains contact with her. These are empty lots. Carney verified the balance due will satisfy the total outstanding taxes to date. He also confirmed the County has held the Certificates long enough to transfer same into Ferguson's name if she follows all the proper steps. Treasurer explained Ferguson can serve the Ninety (90) Day Notice and then receive a Tax Sale Deed for the parcels upon expiration of the time period. Supervisors briefly discussed the Tax Sale process. Motion by Dickson second by Carney to assign Guthrie County's Tax Sale Certificates for Parcel Number 0001424800 and Parcel Number 0001424900 to Leslie Ferguson for the balance due, \$1,719.00. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor conducted the Second Reading of Ordinance No. 34 – An Ordinance to Adopt the Amended Guthrie County, Iowa, Official Zoning Map Setting Forth the Revised Boundaries of the Zoning Districts Established by the Guthrie County, Iowa, Zoning Ordinance for all the Unincorporated Area of Guthrie County, Iowa. No members of the public attended the Second Reading except Doris Messinger. Motion by Carney second by Lloyd to accept the Second Reading of Ordinance No. 34. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Dickson to waive the Third Reading of Ordinance No. 34. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor passed around Ordinance No. 34 along with the associated map. Carney inquired about the process to adopt an ordinance. Auditor advised the Ordinance will become effective upon publication in the official newspapers.

Grasty mentioned Marty Derry must apply for a Conditional Use Permit (CUP) too. Carney verified all the regulations set forth in the Zoning Ordinance will apply to Derry, and there may be additional requirements if he receives CUP. Dickson reiterated the Ordinance only rezones Derry's property, so Derry must get CUP to utilize the property as a junk yard. Auditor confirmed the Guthrie County Zoning Board of Adjustment can address citizen concerns through CUP. Motion by Dickson second by Carney to adopt Ordinance No. 34 – An Ordinance to Adopt the Amended Guthrie County, Iowa, Official Zoning Map Setting Forth the Revised Boundaries of the Zoning Districts Established by the Guthrie County, Iowa, Zoning Ordinance for all the Unincorporated Area of Guthrie County, Iowa. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Doris Messinger, a citizen, joined the meeting to discuss the assessed value for Parcel Number 0000155400. Nikki Carrick, Guthrie County Assessor, was present for the discussion. In Messinger's words, she wants to complain about the assessed value of her house. She does not think the Guthrie County Assessor's Office did a fair comparison among houses in her area. There are five (5) other house within two (2) miles. Messinger explained her house is a modular home, and she has lived in it for twelve (12) years. The assessed value increased over \$28,000 this year, but the house is thirteen (13) years old. Furthermore, she has not done anything inside her house during this time. Messinger talked about the inside of her home. In her opinion, land is not worth the high price paid by some buyers. She believes the buyers paid such a high price because they wanted the land. In her opinion, the land only may be worth \$5,000 per acre even though the buyer paid \$10,000 per acre. She does not understand why the fair market value effects the assessed value. She also does not understand why her house was the only house which received an increased assessed value in her area. Messinger pointed out she sits in the middle of five (5) houses. Dickson inquired about the reason why the Assessor increases assessed values. Carney asked if Messinger house was the same age as the other houses in her area. Messinger advised the other house was a year or so newer then her house. Messinger stated Assessor's Office told her the description of her house could only be manufactured or stick-built. She explained it all started a couple of years ago. When she bought the home, there were three (3) available options - manufactured home, modular, or other style which came in multiple sections. Since she was in a hurry, she opted for a two (2) piece house. In her opinion, her house in not the same quality as a stick-built house. Therefore, it should not be assessed the same as a stick-built house. Carney verified the classifications for a house. Assessor explained a manufactured home is the new term for a mobile home. A modular house comes in two (2) pieces, but it is assessed the same as a single story, stick-built house. Carney inquired about the value of neighboring homes. Assessor advised these houses are not close in assessed value. A similar neighboring home actually is higher in assessed value because it has a higher grade. That particular home is closer to the proper grade. Assessor pointed out the assessed dwelling value is higher for Tax Year 2016-2017 too. Messinger admitted the neighbor did not tell her about the increased assessed value. Messinger pointed out her house is described as a one (1) story frame house with a basement. Assessor confirmed the other house is also a one (1) story frame house with a basement too. Dickson acknowledged Assessor must work with the assessed value, so it is within the acceptable range per State rules. Assessor advised the assessed values must be plus or minus five percent (5%). Dickson explained the County has been low for years. If Assessor does not increase the values to within tolerance, State will raise all the assessed values by ten to fifteen percent (10-15%) across the entire County. Messinger stated she understands the Assessor must raise values. She just does not agree with the amount of increase and does understand it; especially since she has done nothing to the house. In her opinion, Beaver Township is a large Township. Furthermore, Assessor's Office only has been through her property twice. She thinks \$28,000 is a big jump. She reiterated she does not understand why Assessor increased the assessed value of her house. Assessor explained she considers the value of Agricultural Dwellings (AD) across the entire County. She also evaluates the sales throughout the County as well as each Township and City. This accounts for some houses selling better than other houses. She reevaluates the sales every two (2) years. In this case, there have been only five (5) similar sales within the time period. The sales were approximately sixty-two point sixty-eight percent (62.68%). Dickson clarified the sales are higher than the assessed value. Therefore, the State could equalize Beaver Township which is at fifty-five percent (55%). Assessor advised she must look at the whole County. Construction costs are higher now. In addition, she updated the depreciation tables. These tables consider the condition and age of the house. It is all driven by the market. Assessor analyzes the data and makes the necessary adjustments. Therefore, Beaver Township increased to eighty-six point nine percent (86.9%). The goal is for the whole County to be within tolerance. Before any adjustments, sales were at eighty-nine to ninety percent (89-90%). In order for the County to be within tolerance, Assessor had to increase the assessed values so the County is at ninety-eight percent (98%). Assessor tries very hard to do the best job. She understands \$28,000 is a sizeable increase in value. She makes adjustments across the entire County. Carney asked if Messinger received the largest bump in value. Assessor did not have the necessary

information to answer the question. According to Assessor's records, the neighbors increase was approximately \$27,200 on the AD. Therefore, Messinger is comparable to her neighbors. As a taxpayer, Assessor does not like the valuation increases; however, it is out of her hands, and she must make the adjustments. Assessor explained Messinger can protest the assessed valuation to the Guthrie County Board of Review. Rutledge asked if there was an increase on all dwellings. Assessor confirmed the valuation increased on all AD. She explained the agricultural land and building value decreased due to the productivity formula. Grasty pointed out the State dictates how the Assessor carries out her duties. Grasty admitted he disagrees with the valuation process too. Assessor stated the County simply could accept an equalization order; however, she believes this is akin to not doing her job. Assessor continues to adjust her methods to reach the best outcome for the County. Messinger questioned why AD value increased, if there was a decrease in land values. Grasty pointed out there is a difference between land and dwelling values. Dickson added land values may go down, but acreage values may not do the same. Carney mentioned the buildings add value which increase acreage values above and beyond bare land. Assessor confirmed land and dwelling values involve completely different figures. She must consider fair market value when assessing dwellings. Agricultural lands is based on productivity. Messinger insisted properties are not selling in the County. Dickson pointed out there is more of a demand for acreages in the County. This impacts the fair market value which the State considers as part of assessed value. Grasty reiterated the County will get an equalization order, if the Assessor does not adjust the assessments. In Grasty's opinion, the system needs to be changed at the State level. Carney pointed out a higher purchase price increases the overall average value. Auditor clarified her comment about utilizing properties from other Counties. A fee appraiser can base calculations on properties from other Counties, but the Assessor only may compare values within the County. Dickson hopes the values are getting equalized, so there will not be as many jumps. Assessor advised the current third quarter (3rd Qtr) sales median is approximately ninety percent (90%). This means people continue to pay more than assessed value when purchasing property in the County. It will depend on the total annual sales. Carney verified there has been a little change in sales this quarter. Assessor pointed out a couple of sales outside the range will skew the numbers. Dickson advised there is nothing Supervisors can do for Messinger. Grasty stated he was unhappy when he got his assessment too. He does not like the way the system works, but it is fair.

Joshua Sebern, Guthrie County Engineer, joined the meeting and provided a Human Resources (HR) Administrator Update. He met with all the Elected Officials (EO) and Department Heads (DH). The group had a good discussion about the position. They talked about what each Department would like to see for this position, the process for filling the position, and how the position should be organized within the County structure. The meeting generated a lot of questions. Sebern spoke with the Madison County HR Administrator. In his opinion, Madison has a good structure. The HR role is filled by a single person. She began as a part-time employee; however, within a year, Madison quickly determined the position needed to be full-time. Dickson requested a list of other duties which EO/DH expect the HR Administrator to perform for the County. He confirmed the HR Administrator will assist with administration of the insurance plans. Jotham Arber, Guthrie County Public Health (PH) and Environmental Health (EH) Director as well as Transfer Station (TS) Executive Director, was present for the discussion. He does not object to the HR Administrator assuming the Health Insurance Portability and Accountability Act (HIPAA) compliance responsibilities. Arber will share the HIPAA resources and training materials. HR Administrator also could be responsible for tracking the National Incident Management System (NIMS) compliance. This will ensure the County adheres to these ancillary requirements. Dickson wants the list of additional duties, so he can modify the job description. Sebern advised the Assistant Guthrie County Attorney was at the meeting and questioned the proper method to create the position. He wants to insure the individual has the necessary authority to carry out duties and responsibilities. Auditor will discuss the issue with Ahlers & Cooney P.C. Grasty wants to verify HR Administrator will have authority over EO too. Carney inquired about who will supervise the HR Administrator. Dickson thinks HR Administrator should report to Supervisors. Sebern stated Madison's HR Administrator reports to Madison County Board of Supervisors and makes \$60,000. The salary range for the Madison County position is \$55,000 to \$75,000. According to Arber, \$52,000 to \$56,000 is the national average for an individual with zero to five (0-5) years of experience. Carney asked if the surrounding Counties have HR Administrators. Sebern stated the position is starting to filter into the smaller counties.

Sebern provided a Guthrie County Secondary Roads Department (SRD) update. A new employee, Austin Willms, started today. He will backfill Ryan Cline, as a laborer, because Cline took Plowman's equipment operator position. Chad Redfern gave notice too. Sebern posted Redfern's position internally, and it will remain open until close of business on Thursday. Sebern will need to hire another laborer after he fills Redfern's grader position. SRD pulled the

traffic counters at Lake Panorama today. Sebern will begin analyzing the data. Grasty asked if the data helps determine road maintenance or just enables Sebern to understand the big picture. Sebern stated he has received numerous reports about the Lake roads being busy. The counters collected data from June until the end of September. Usually, traffic is less during the winter months because fewer people spend time at the Lake. Since this was a very long-term count, it should provide an accurate set of numbers. Sebern stated there are thresholds, common within the industry, which denote when maintenance becomes a nuisance. Sebern plans to have an open discussion about the Lake roads after he analyzes the data. Grasty commented on the need to determine which roads SRD must address at the Lake. Grasty wants a cost benefit analysis on all three (3) types of surfaces before Sebern settles on a plan. Sebern admitted County Road P28, with a concrete surface, was not done correctly, so SRD has spent a large amount of money patching it. Grasty questioned why the contractor was allowed to do a bad job, and then cause the County to throw good money at the problem to fix it. He wants a long term cost benefits analysis as well as a longevity study. Sebern concurs the County needs to address the Lake roads one way or the other. Grasty pointed out this is an issue with residents at the Lake. These citizens believe they generate a great deal of tax revenue; however, they do not receive an equal amount of maintenance in their area. They do not understand why the County spends their tax revenue in the rest of the County. Sebern wants to take the emotion and politics out of it. He wants to focus solely on logic and numbers. Sebern advised he needs to speak with representatives from Diamondhead Lake regarding the trade of lots in lieu of an easement. He received an email from Jim Moisser offering to purchase the lots from the County for a nominal fee. Sebern has a title report on the parcels. The County has title pursuant to a Tax Sale. Rutledge pointed out Sebern may need to consult outside legal counsel about the matter. Dickson questioned if the County needs more than an easement. Sebern explained Diamondhead must hold an election, if the County purchases the lots outright. Diamondhead prefers to avoid an election with an easement. Sebern assured Supervisors that County will receive a permanent easement. Dickson inquired if this will make it more difficult in the future. Sebern thinks an easement is sufficient because County will always have the right to enter and maintain the structure. Grasty verified County does not need an easement for the structure. Sebern stated SRD only needs to add riprap or a small piece of pipe. Sebern reported the original start date for the Victory 237 Tax Increment Financing (TIF) project is delayed due to the weather; however, Gus Construction Company is expressing intent to start the project. Rutledge asked about the ramifications if Gus passes the late start date. Sebern is being flexible as long as Gus can work on County Road N54 (Adair Road). He is pushing to get N54 done before the school year. Gus poured the floor of Grant 112 this morning. Sebern advised the rock patch will remain on N54. It is firming up but still soft in one (1) spot. This may delay the seal coat until next spring. SRD finished the low water crossing at a Bear Grove bridge. Now there is one (1) less bridge on a dead-end dirt road. The spot patching contractor will continue working as long as weather permits it. Integrated Roadside Vegetative Management (IRVM) continues to spray but will be finishing up shortly. In addition, IRVM did some hydro-seeding and placed blankets around the N54 box culvert. Sebern currently is gathering information on a forestry head. SRD is finalizing the plans for the Monteith Road.

Lloyd left the meeting at 10:56 a.m.

Auditor presented Resolution 19-10: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund To The Guthrie County Conservation Reserve Fund. Said Resolution authorizes the Guthrie County Auditor to make a transfer of \$12,604.91 from the Guthrie County General Basic Fund (To Other Budgetary Funds-Misc Expense: 0001-99-0300-000-814990) to the Conservation Reserve Fund (General Basic Fund: 0027-0-50-6000-900000) in October 2018. The total transfers shall not exceed \$12,604.91. Furthermore, the Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Guthrie County Conservation Director, Joe Hanner, upon completion of said transfers. Finally, it authorizes said transfer to commence upon approval of this Resolution. Motion by Rutledge second by Carney to adopt Resolution 19-10: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund To The Guthrie County Conservation Reserve Fund. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Rutledge) Nays: 0 Absent: 1 (Lloyd).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Supervisors reviewed the Report of Veteran Affairs Commission for Quarter Ending September 2018. Motion by Rutledge second by Carney to accept Report of Veteran Affairs Commission for Quarter Ending September 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented Chris Brault's written resignation from the Guthrie County Regional Airport Authority Board. Supervisors acknowledge receipt of the resignation and will work with the Authority Board to identify a replacement.

Auditor advised the United States Department of Agriculture (USDA) – Guthrie County Farm Service Agency (FSA) needs Supervisors' authority to speak with Brandon Thompson, Guthrie County Facilities Manager, about the County Farm as well as the current tiling project. At this time, Carney is the only individual authorized by Supervisors to work with FSA concerning the Farm. Motion by Carney second by Rutledge to authorize Brandon Thompson, Guthrie County Facilities Manager, in addition to Supervisor Clifford Carney, to act on behalf of Guthrie County Board of Supervisors regarding all matters associated with the County Farm. In particular, Thompson and Carney have the authority to interact with the United States Department of Agriculture (USDA) – Guthrie County Farm Service Agency (FSA), including but not limited to, discussing and deciding matters as well as signing all necessary documents, concerning the County Farm and projects associated with it. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no additional discussion about pending county property projects.

Barry Chalfant joined the meeting to request an All-Terrain Vehicle (ATV) and Off-Road Utility Vehicle (UTV) Ordinance. Sheriff Marty Arganbright, Guthrie County Sheriff, also was present for the discussion. Chalfant wants Supervisors to consider adopting an ordinance which allows citizens to operate ATV/UTV's on county roads. Carney inquired about the purpose. Chalfant pointed to the popularity as well as the fact people already do it. In Chalfant's opinion, it will help farmers because the current law states the farmer's ground must be contiguous with the home. Hunters will appreciate it too. Finally, there are not many ATV/UTV trails in the State of Iowa. Chalfant advised he emailed copies of the ordinances enacted by Audubon and Cass Counties. Dickson inquired if ATV's and UTV's are characterized as the same vehicles. Sheriff explained an individual can operate an ATV on a county road if there is adjoining land and it is for a farm purpose. Chalfant thinks the law may have changed recently. Sheriff explained the difference between ATV and UTV. Grasty pointed out people have to utilize trailers to transport UTV's between locations. Chalfant commented more farmers have UTV's now. He referenced the map he provided Supervisors. It depicts which Counties have a similar ordinance. Carney inquired about the pro's and con's. Chalfant stated people currently are riding these vehicles on county roads. Sheriff advised his Deputies do not bother riders unless the rider is tearing up the road or driving recklessly. He cannot speak for the Iowa State Patrol (ISP). People also may get stopped for riding these vehicles within a city. Grasty inquired about safety issues. Chalfant and Sheriff concurred safety is a disadvantage. It is an issue regardless if there is an ordinance. Sheriff talked about an accident, a couple of years ago, which resulted in a fatality. Chalfant and Sheriff agreed the operator must be a licensed driver, and there must be an age limit. In addition, the owner must have insurance. These stipulations must be in the ordinance. The County also may require the use of lights at all times. Furthermore, the County could require all operators under eighteen (18) years of age to complete a safety class. In Chalfant's opinion, UTV's are safer than motorcycles. Carney asked if the seatbelt law applies to UTV's. Sheriff recommended the County specify the mandatory use of seatbelts in the ordinance. Sheriff briefly spoke about the City of Panora's Golf Cart Ordinance only lasting one (1) year. He did not support it. Grasty reiterated safety is his biggest concern. It is all about how the individual operates the vehicle. In Chalfant's opinion, the County should limit operation to licensed drivers and require the use of safety equipment, including lights. In addition, the owner should have insurance. Sheriff wants the ordinance to provide sufficient rules to safely operate the vehicle. He confirmed law enforcement can ticket operators now. Chalfant advised he lives in the City of Casey and can operate his ATV on the streets but not drive it to his farm. Dickson inquired about licensing UTV's. Sheriff confirmed an owner can register a UTV with the State of Iowa. Carney asked if an operator may drive an ATV/UTV to a gas station within a city. Sheriff stated the County only may dictate rules within the rural areas. Chalfant advised the Cities of Guthrie Center and Casey have ordinances which allow people to operate these vehicles on streets. Casey requires the vehicle to be registered with the State and be covered by insurance. Carney asked for Sheriff's recommendation. Sheriff stated he has no preference regarding an ordinance. Carney expressed concerns about people thinking they can drive an ATV/UTV on any road/street. He expressed concerns about safety, but admitted people already operate these vehicles on county roads. Chalfant reiterated State has very limited trails. Dickson stated he does not want the gravel roads turned into trails. Sheriff pointed out an

ordinance should allow for the ticketing of an individual tearing up roads. Dickson is fine with an ordinance as long as it includes all the necessary rules. Carney concurred and wants the County's ordinance to be similar to Audubon County's Ordinance. Sheriff asked Rutledge for his opinion. Rutledge agreed these vehicles already are on the county roads, so the best safety regulation is an ordinance. He does not think it will trigger more people to ride these vehicles. The ordinance also needs to cover proper procedure when crossing a highway as well as the interplay with other State regulations. Chalfant prefers the combination of both sample ordinances. He reiterated the need to require insurance since most owners do not have it. Supervisors will discuss the matter and work towards a proposed ordinance. Sheriff pointed out he meets these vehicles all the time, every day. Sheriff acknowledged he operates a fully insured ATV for farm purposes. Chalfant admitted he wants to use it during hunting season, but more importantly, he wants an ordinance so it is legal. Supervisors agreed to research the matter. Sheriff emphasized ATV/UTV's cannot operate on the Raccoon River Valley Trail (RRVT). In Sheriff's opinion, an ordinance will give law enforcement more options. He also thinks owners must have insurance. Dickson expressed concerns about requiring the operator to be a licensed driver; especially since people may not carry their license when operating these vehicles. Sheriff advised it is not a problem to verify an operator's status through the Guthrie County Communications Center. Supervisors briefly discussed a possible ordinance.

Supervisors reviewed the Guthrie County Secondary Roads Department New Employee Payroll Notice for Austin Willms. Motion by Carney second by Dickson to approve the Guthrie County Secondary Roads Department New Employee Payroll Notice for Austin Willms authorizing a wage of \$17.96 per hour effective 25 September 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Lloyd returned to the meeting at 11:46 a.m.

Auditor presented the Guthrie County Fair Board Claims and passed around the packet of invoices. She advised it did not include any invoices generated during the Guthrie County Fair. Supervisors reviewed the invoices and discussed which invoices will be part of the reimbursement. Supervisors do not want to subsidize any items associated with sponsorship fees and/or for which the Fair Board received donations. Supervisors directed Auditor to strictly construe Iowa Code Sections 174.13 and 174.14. In addition, Supervisors want some of the invoices to contain more detailed information. Auditor recommended Fair Board only submit invoices which fit the criteria, and then Auditor will review same. Supervisors authorized Auditor to pay 4-H claim for \$8,000 from line item 0001-77-6420-000-493990 4-H Premiums-Misc Expense. Supervisors directed Auditor to hold the Fairgrounds claim in the amount of \$30,000. Auditor will review all the associated invoices. Auditor pointed out Fair Board should provide a financial statement per Iowa Code Section 174.19.

Motion by Dickson second by Lloyd to approve the Claims from 12 September 2018 – 25 September 2018, except the Fairgrounds claim (\$30,000) in the amount of \$134,157.26. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson left the meeting at 12:10 p.m.

Motion by Lloyd second by Rutledge to approve the Minutes from 18 September 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:26 p.m. until its regularly scheduled meeting on Tuesday, 2 October 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

2 October 2018

The Guthrie County Board of Supervisors met this 2nd day of October, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd and Tom Rutledge. Everett Grasty was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 2 October 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting. Garland presented the September 2018 Information Technology (IT) Report. The Geographic Information System (GIS) server was low on space and it impacted the program. Garland allocated fifty gigabytes (50GB) of server capacity to the GIS function to resolve the issue. Garland included a page in the Report which lists the email addresses added to the blocked list. GCC blocks the whole country, if a malicious email comes from a foreign domain. If the problematic email account is within the United States, GCC just blocks the email address. Garland advised GCC is aware of the concerns regarding election security. They will monitor these concerns and continue to work with the Auditor's Office. Rutledge and Auditor will meet with Curt Thornberry, GCC Technology Development Director, next week to discuss the first round of computer upgrades. Rutledge inquired about the time span covered by the blocked email address list. Garland stated it only covers last month. Garland advised he attended the Precinct Atlas, electronic pollbook, training on Wednesday, 26 September 2018. In his opinion, the software is very intuitive. Garland advised GCC prepared all the laptop computers according to the specifications provided by Precinct Atlas Consortium. It turned out the laptops did not work properly, so the Consortium took the laptops and reloaded same. Auditor advised the problem rested with the Consortium and not GCC. Carney asked about the 50GB server expansion. Garland explained it was a reallocation of resources within the physical machines. Since the servers were sized beyond the County's original needs, there are extra resources GCC can utilize in these situations. In short, he reallocated some of the extra capacity for the GIS function.

Marshall Burgess, President, Guthrie County Regional Airport Authority Board, along with Lance Levis joined the meeting to discuss Chris Brault's resignation and the appointment of a new Authority Board Member. Auditor passed around Brault's resignation. She reminded Supervisors they did not accept Brault's resignation last week because he was willing to serve until the Supervisors appointed a new person to take his place on the Authority Board. Motion by Lloyd second by Carney to accept Chris Brault's Resignation as one (1) of the Guthrie County representatives to the Guthrie County Regional Airport Authority Board. Motion carried on a vote: Ayes: 4 Nays: 0.

Burgess recommended Supervisors appoint Lance Levis to replace Brault. Levis was a member of the Audubon County Airport Authority Board for several years and also held the position of Treasurer for said Board. He is willing to assume the duties of Treasurer for the Authority Board. Carney inquired if the Authority Board had a full complement of members. Burgess reported there currently is not a representative from the City of Yale because the Iowa Code requires a representative to live within the appointing district. The City of Guthrie Center appointed Matt Pearey to replace Dr. David Ahrens. If the Supervisors appoint Levis, the Authority Board almost will be at full strength with four (4) members. Rutledge verified the County appointees were Allen Darrow and Chris Brault. He also confirmed Brault's term began 1 January 2016 and is a four (4) year term. Therefore, Supervisors will appoint Levis for the balance of Brault's term. This means Levis will serve until 31 December 2019. Rutledge verified Guthrie Center faced the same situation. Burgess advised his term along with Darrow's will expire 31 December 2018. William Labath's (Yale) term should expire in 31 December 2019. Motion by Carney second by Rutledge to appoint Lance Levis to fill the Guthrie County vacancy on the Guthrie County Regional Airport Authority Board for the balance of the four (4) year term ending 31 December 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no discussion regarding the Guthrie County Regional Airport Authority Agreement. Auditor passed around the proposed amendment to the Aviation Authority 330A Agreement as well as the First Amendment to Agreement

Creating the Guthrie County Regional Airport Authority dated 14 November 1989. Brault emailed both documents to Supervisors along with his resignation.

Burgess provided a brief Guthrie County Regional Airport Authority update. Authority Board currently is working on the budget. In addition, McClure Engineering Co., continues to design the runway project. Authority Board also is researching a new agreement. It needs to figure out how to fund the ten percent (10%) project match. At this time, the estimated project cost is \$3,000,000, so Authority Board must contribute \$300,000 to the project. The projected life expectancy of the new runway is thirty-five to forty (35-40) years. Burgess plans to have a representative from McClure address Supervisors. Carney inquired about extending the runway. Burgess explained Authority Board decided to delay the extension due to issues with the Lake Panorama wells. The Lake is in the process of abandoning the wells because it will have new wells within eighteen (18) months. The next step is to tear out the old runway and install the new runway. It is equivalent to two-thirds (2/3) of a mile of highway. The runway entails a little thicker and wider concrete path with more internal structure than a county road. Burgess hopes the Federal Aviation Administration (FAA) will allow the Authority Board to install new electrical infrastructure too because the current electrical is outdated. Burgess plans to speak with the other member entities too. Levis commented he thinks the well issues will resolve itself since the Lake opted to build a new treatment plant. Levis confirmed the Lake plans to complete its project in the next eighteen (18) months.

Joe Hanner, Guthrie County Conservation Director, joined the meeting to discuss the transfer of Trail User Fees to the Guthrie County Conservation Board (GCCB) "Restricted Use Account". According to Auditor, the current balance is \$30,051.05. Hanner provided a brief history of the Account. At this time, GCCB wants to add \$13,268.45 which is the Fiscal Year (FY) 2017- 2018 Trail User Fees. Hanner advised most trail grants require a twenty to twenty-five percent (20-25%) match. Hanner hopes GCCB can secure federal funds which finance eighty percent (80%) of a project. The most readily available avenue is a state-wide trails grant. Rutledge verified GCCB requested Supervisors transfer the Fees into Fund: 0027 - County Conservation Reserve Fund in 2012. Hanner assumes GCCB will be fine with it now. Hanner expressed frustration over the Account not being formalized in 2012. Hanner asked if transferring the entire \$43,319.50 is doable from a budget management stand point. He reiterated the goal is to plan ahead for major unforeseen expenses as well as grant matches. Dickson has no objection to using the Fees for maintenance and repairs of Raccoon River Valley Trail (RRVT). Furthermore, he is comfortable with transferring the Fees to Fund: 0027. Dickson verified GCCB used Fund: 0027, Dept: 50 - Conservation Reserve Fund, to help pay for the Nations Bridge Park water line project as well as a possible re-pavement job. Hanner confirmed GCCB may use Fund: 0027 for maintenance and repairs of RRVT. Hanner also verified he budgets a portion of Fund: 0027 in Dept: 50 each FY, so GCCB can spend it. Auditor fully supports transferring the Fees into Fund: 0027. Rutledge verified the total Fees collected in line item 0001-1-22-6120-529100 for FY2018 were \$13,268.45. Supervisors discussed the transfer. Supervisors reached a consensus to transfer the FY2018 Fees and direct Auditor to prepare a resolution, for the next regular meeting on Tuesday, 9 October 2018, authorizing the transfer of \$13,268.45 into Fund: 0027. Dickson requested an accounting of the General Fund Reserve Balance before Supervisors decided if they will transfer the remaining \$30,051.05.

Hanner did not provide an additional Conservation Department update.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented a Tax Increment Financing (TIF) Advance Request. The request is for \$850,000. Auditor passed around the current spreadsheet prepared by Chris Carlson, Credit Analyst at the Guthrie County State Bank, detailing the current balance of the Wind Farm TIF Line of Credit. She advised the total advance is capped at \$10,000,000. The current total advance is \$8,170,000. Therefore, Supervisors may need to speak with the Bank before approving a subsequent TIF Advance. It will depend on the amount. Auditor confirmed the interest rate will increase on 1 June 2019. The Bank will notify Supervisors of the new rate; however, there is a cap on the maximum increase in the interest rate. Sebern advised SRD will let a bridge project this Winter. He estimates it will cost \$425,000. He will speak with the Bank before he lets the project. The current Advance will cover the remaining costs for the County Road N54 (Adair Road) box culvert as well as the Grant 112 box culvert. It also includes the Victory 237 project which replaces four (4) bridges with three (3) box culverts. All three (3) projects are active. The concrete is poured at Grant 112 and the contractor is ready to backfill the area. Victory 237 just got underway. Sebern also requested a little extra funding to get through November. Carney reminded Supervisors that Sebern cannot advance any funds in November, so it does not mess with the

County's payment in November. Motion by Dickson second by Carney to approve an \$850,000 advancement from the Wind Farm Tax Increment Financing General Obligation Bond. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered the Guthrie County Secondary Roads Department Payroll Change Notice for James Jones (Position Change to Equipment Operator). Jones is the new Seely Township grader operator. Dickson requested a list of updated Secondary Roads Department (SRD) duty assignments. Sebern confirmed Ryan Wheatley will plow White Pole Road. Motion by Carney second by Lloyd to approve the Payroll Change Notice for James Jones (Position Change to Equipment Operator) authorizing a pay increase from \$17.96 per hour to \$20.00 per hour effective 1 October 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided the SRD update. Gus Construction Company is working on Grant 112 and started Victory 237. SRD proof rolled the rock patch on the Adair Road. The grader found a couple of soft spots. The patch will not be chip sealed before Winter and will remain a rock patch until Spring. Since the rock still is settling out, there is no reason to pave it. In addition, SRD may need to address soft spots which keep coming back. Sebern advised SRD probably will have to core, tile and backfill the patch with rock. Carney inquired if there is other tiling in the area. Sebern stated this particular portion has no tiling. There may be water seeping from the hill too. Lloyd asked if Guthrie County REC placed signs warning of wires crossing the road. Rutledge thinks the new windfarm contractor is doing it. Sebern advised the patching contractor continues to work in the County. Sebern assumes the contractor will finish soon; however, the contractor will return this Spring to finish the contract. Most projects are behind due to the rain. Sebern advised SRD will rock spots where manure is an issue on the road. Sebern hopes to patch the road through Spring Brook State Park. It will be dependent on the weather, but Fall is a good time to do it. Several sections are breaking apart. Sebern confirmed the County owns the entire road. Since the roads is not traveled heavily, the patching should hold for quite a while. It was patched before the last time RAGBRAI came through the area. SRD continues to mow and cut brush. Sebern met with Calhoun-Burns and Associates regarding the Orange 391A box culvert. The bridge options require way too much riprap. Sebern opted for a big box culvert like the Menlo Dump Bridge. In addition, there will no longer be a need for a guard rail, and it will keep the project away from the house. Sebern anticipates it will be a sixteen feet by twelve or fourteen feet (16'x12'/14') double box culvert. SRD is finalizing the Monteith Road plans. Sebern will tally the total designs for Winter. He also continues to deal with utility installation issues as well as permits. It requires a great deal of coordination. At this time, there are three (3) major power lines being built within the County. Sebern dealt with multiple administrative issues this past week. The Teamsters Local Union No. 238 recertification vote will be in a couple of weeks. Sebern continues to digest the data from the counters on Sage Trail. Dickson inquired if SRD will be able to do any grading before it starts raining again. He also asked if SRD is checking for spots needing to be graded and rocked now. Sebern advised SRD is blading in the edge ruts along the Highways today. Unfortunately, the Edger Truck was down most of the Summer due to multiple repairs. SRD may put the Edger on a different truck next year. Carney confirmed the Edger Truck runs all year. Sebern advised there have not been maintenance issues in the past, so it usually keeps up with the edge ruts.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting. He discussed the County Farm tiling project. Natural Resources Conservation Service (NRCS) will help with the planning and engineering. Thompson wants a set of specifications for the bidding process. Thompson scheduled the Guthrie County Transfer Station telehandler for air conditioning repairs this Friday. It will take most of the day to fix it, so the staff will not be able to use it. Carney inquired if the repair is covered by the warranty. Thompson replied this was not a design flaw. Rather, something damaged the line. Thompson advised Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, will be moving to his new office next week. The newly remodeled space is ready for him. The elevator company provided preliminary prices. Thompson needs to review the bid and possibly modify it. John Mackres with Unplugged Wireless contacted Thompson regarding the installation of a camera by the new Veterans Memorial. The Guthrie County Sheriff wants to install a pole, so cameras can monitor the Memorials, the west entrance to the Guthrie County Courthouse and the intersection of Highways 44 and 25. Mackres is preparing a bid, and Thompson will review it. Thompson advised he did not budget for this project. He will discuss it further with Supervisors when he gets the estimate. Lloyd inquired if the cameras are wireless. Thompson stated there still must be power to the pole in order to run it. Thompson thinks there will be three (3) cameras. The goal is to monitor the Memorials. Carney inquired about the parking lot lighting. Thompson stated there is a light on the eastside of the building which shines towards the parking lot, and a light on the west side which shines towards the Courthouse as well as the Memorials. In

Thompson's opinion, there is decent lightening. In addition, some lightening spills off the Courthouse. Thompson suggested Supervisors may want to revisit the lighting, if they decide to revamp the parking lot.

There was no other discussion about pending county property projects.

Auditor presented Resolution 19-11: Resolution Authorizing The Guthrie County Sheriff's Office To Charge An Additional Fee For Cancellation Of A Sheriff's Sale. Said Resolution states it is in the best public interest for the Guthrie County Sheriff's Office to charge an additional fee, in the amount of seventy-five dollars (**\$75.00**), for the cancellation of Sheriff's sales. Said amount will reimburse the Sheriff's Office for paperwork and research done prior to the sale. In addition, Iowa Code Section 331.655(1)(k) increased said fee from fifty dollars (\$50.00) to seventy-five dollars (\$75.00) on July 1, 2017. Therefore, said Resolution authorizes the Guthrie County Sheriff's Office to charge an additional fee of seventy-five dollars (**\$75.00**) for the cancellation of a Sheriff's sale. Finally, said Resolution is retroactive to July 1, 2017. Motion by Lloyd second by Dickson to adopt Resolution 19-11: Resolution Authorizing The Guthrie County Sheriff's Office To Charge An Additional Fee For Cancellation Of A Sheriff's Sale. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Lloyd and Rutledge) Nays: 0 Absent: 1 (Grasty).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Lloyd left the meeting at 11:02 p.m.

Motion by Dickson second by Carney to approve the Minutes from 25 September 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Auditor notified Supervisors that Stacey Armstrong resigned as the Clerk of Court in and for Guthrie County and the Honorable Arthur E. Gamble, Chief Judge, Fifth Judicial District of Iowa appointed Anna Butler as the Interim Clerk of the District Court for Guthrie County effective Monday, 1 October 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:57 a.m. until its regularly scheduled meeting on Tuesday, 9 October 2018. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 3 Nays: 0.

Thomas D. Rutledge, Vice-Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

9 October 2018

The Guthrie County Board of Supervisors met this 9th day of October, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Dickson second by Lloyd to approve the Agenda for 9 October 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to discuss the 28E Agreement For Use Of The Guthrie County Solid Waste and Recycling Agency. At this point, Arber is working through the 28E with the Cities. He started early, so he could have an open discussion with the Cities and get

feedback. He proposed a four dollar (\$4) raise in the per capita rate to increase revenue. This will sustain growth and fund the necessary equipment. Arber analyzed TS expenses to establish the new per capita rate. The County has not increased the rate since 1995. Most of the Cities are agreeable to the 28E. The City of Panora wanted more explanation, so Arber attended the Panora City Council Meeting. He handed out a packet of information. It included pictures as well as the Five (5) Year Plan. In Arber's opinion, it was a good meeting. The Council seemed agreeable. They asked good questions regarding saving money as well as plans to move forward. Panora is not opposed to the increase. The Council just wants to implement the increase gradually over four (4) years, and the Supervisors must agree to it. From Panora's perspective, it is a twenty-five percent (25%) increase which seems like a large, single jump. Panora did not object to reviewing the rate and the 28E every five (5) years. Grasty inquired about the timeline for replying to Panora. Arber wants Supervisors' opinion, and then he will meet with the Cities again. Arber's goal is to ensure all the Cities have a voice in the negotiations. He hopes to iron out the terms of the 28E by December 2018. Then, the Cities can approve it during the City Council Meetings in January 2019. Dickson questioned what happens if a City does not adopt the 28E. Arber stated the City must enter into another Agreement with a different landfill/TS. In short, the City will have to contact the Iowa Department of Natural Resources (IDNR) to find another location for its garbage. This would not be beneficial to any entity which is party to the current 28E. The closest locations are near the City of Perry or the South Dallas County Landfill. The latter is dedicated to the City of Adel though. If a City does not adopt the 28E, it will mean lost revenue which must be absorbed by the remaining entities or the County. Arber also pointed out most of the Cities use Jensen Sanitation, L.L.C as a hauler. This means Jensen will need to transport any garbage from a non-member City to another location. Arber advised the Mayor of Panora wants a 28E Agreement which applies across the board. Arber advised there is nothing stopping a City from negotiating a separate 28E Agreement. In Arber's opinion, if the County gradually increases the new per capita rate for Panora, then it should do the same for all the Cities. Dickson pointed out the rate should increase, so it is equal for all the parties including the County. If the rate gradually increases, the County will bear more of the cost than the Cities. Arber pointed out the County has contributed less than the Cities some years; however, it becomes a wash after the number of years when the County had to contribute more than the Cities. Not to mention, TS even made a profit in the past. Arber advised the total increased revenue due to the per capita raise will be approximately \$15,000. It will be allocated to purchasing equipment along with the five dollars (\$5) reserved from the Tipping Fee. Arber admits the County will have to absorb additional expenses, if there are unforeseen circumstances. Grasty commented the funding tends to balance out over the years. He also advised Panora talked about the total number of residents in the City versus the County last night. Arber advised there are more urban (5,100) than rural (1,300) residents. He also explained the other 4,200 residents in the County's southern tier use the facility in Adair County. Arber stated he used the 2010 census data. According to Arber, Lake Panorama has the lion's share of rural residents which utilize TS. Carney pointed out the City of Adair uses TS. Arber advised the next step is Supervisors must decide if the new per capita rate should increase gradually or be a straight amount. Rutledge verified Panora is the only City to request a gradual increase. Arber stated the Cities of Guthrie Center and Bayard were the only other Cities which attended the last meeting. Arber thinks he should meet with the other Cities too. Dickson verified the increase to use TS is one dollar (\$1) per month, and it has not increased in twenty (20) years. Grasty pointed out the problem is the lack of steady increases over the years. Carney questioned if TS breaks even with the current revenue. Arber reminded Supervisors about raising the Tipping Fee by five dollars (\$5) which generated an additional \$40,000 of extra income. The per capita rate increase will be utilized for maintenance and other expenses associated with the equipment, like the Telehandler. Arber projects the costs will continue to increase steadily from \$89,000, the current amount. In addition, the County must plan ahead to purchase new equipment to replace the old, worn out equipment. Grasty asked if Arber will meet with the City of Guthrie Center. Arber advised Guthrie Center has made no comments regarding the new per capita rate. Arber's next step is to meet with each City Council to get its input. He does not want the Cities to think the County just mandated an increase without providing any explanation. Grasty wants the Cities treated like partners in this process. Arber requested Supervisors provide an answer regarding gradually increasing the per capita rate. Dickson wants all the entities to be the same, so he wants to wait until Arber finds out how the other Cities want to handle it. Arber will try to meet with the other Cities. According to Arber, Adair currently pays twenty dollars (\$20) and the remaining Cities pay sixteen dollars (\$16) per capita. Supervisors concur it should be the same per capita rate for all the Cities, so it is equitable. In short, the cost will be placed on all the parties as well as the contractors utilizing TS. Lloyd inquired about the haulers raising their prices. Grasty and Arber do not think it is the County's business. Arber pointed out the haulers only pay the Tipping Fee. The per capita rate is meant to insulate the Cities and not impact the haulers directly. Grasty stated he attended the Panora City Council Meeting and thinks Panora really wants the County to increase the rate gradually. Arber will talk to the other Cities and determine which option is agreeable to

all the entities. He will meet with the Cities and bring the information back to Supervisors. Arber still plans to finalize the 28E in December 2018; however, it could continue until July 2019, if necessary. Actually, there is no expiration date in the original 28E. The problem is the current 28E does not address the present issues.

Arber provided the TS update. Brandon Thompson, Guthrie County Facilities Manager, was present too. TS has a credit card machine now. Arber tried to use it last Saturday; however, there were a few glitches. He was able to work through the issues with help from customer support. Currently, it will not print to the printer. This is a problem because TS needs receipts for the patrons as well as the County. Therefore, he did not process any credit card transactions on Saturday. Arber's goal is to have the machine working by the end of the week. Arber thinks more people will use credit cards rather than checks. There is a two dollar (\$2) fee for use of a debit card and a percentage associated with credit card transactions. This is the same process and type of machine used by the Guthrie County Treasurer's Office. The money goes into an account set up with the Treasurer. Arber thinks the new scheduling is working well and the employees are doing a good job maintaining it. TS is keeping the floors cleaner since it is starting to slow down. Arber believes the dirty floors caused the rat infestation last year. Staff are loading more trucks in order to help keep the floor cleaner. There were a few issues with the Telehandler. Arber and Thompson are developing training which should avoid these issues. Some of the problems are due to the Telehandler being a good loader which can lift more garbage. In addition, the hood is fiberglass not metal. Thompson is working on a way to protect the hood and stop any breakage. Thompson recommends all items must be cut into pieces no longer than six feet (6'). In addition, Thompson is trying to address the issue of metal in the big roll-off bins. There has been a large amount of metal arriving in these containers. Currently, TS adds a surcharge to address this matter. Thompson explained it takes time to pull all the metal out of the garbage piles. Metal is not good for the Telehandler, so staff must remove it. Arber and Thompson are doing safety trainings and working on ways to run the garbage area more efficiently. Currently, the staff is working on cleaning up the recycling area. There has been an increase in recycling; however it is not "good" recycling. Most of it is dirty and/or not able to be recycled at the Carroll County Landfill. In particular, TS cannot recycle pesticides. Thompson plans to install security lights by the recycling bins, so people can see the signs. Arber also wants to place trail cameras, so he can see what happens at the bins. Arber plans to install more signs to educate people about what can and cannot be put in the bins. Arber also is working on an education program for the Schools. The Guthrie County Public Health website has a TS section which includes a video about recycling. It also lists the rates, hours, and other information pertinent to TS. Arber advised both City and County residents use the recycling bins. Arber believes the more recycling people do the better it is for the County. He just needs more buy in from people to use the bins correctly. If Arber and Thompson cannot solve the problem, TS may need to pull the bins and make people take their recycling to TS where it can be monitored by staff. Recently, TS had to dump three (3) bins of recycling due to contamination. Carroll County Landfill will not take any "dirty" recycling because the Landfill cannot sell it. Rutledge advised this is not a new problem. Supervisors tried to work with the former director on this issue. A past suggestion was to place a garbage bin by the recycling bin. Arber expressed concerns about people not knowing what may be recycled, so they just throw all the items in the garbage bin. Another thought was to lock the bins and only have the bins open during certain hours. In Arber's opinion, the first step is to educate people. He does not want to stop recycling because if the County does not recycle enough IDNR can mandate a recycling program. Supervisors concurred people always will throw items into bins which do not belong in recycling. Carney asked what Arber meant by throwing out bins. Arber explained the issue is the co-mingling of recyclables. People do not understand what this means. For example, you cannot recycle pizza boxes because any item with food directly on the surface must be thrown away. In addition, TS has found wood and dry wall in the co-mingled bins. In Rutledge's opinion, the televisions and furniture are intentional. Arber does not want to take away the recycling bins, but he needs to find a solution. Grasty thinks the idea about the garbage bins is a good idea because people will not have to pay to dispose of non-recyclables. Dickson expressed concerns about the garbage bins. Rutledge thinks the trail cameras are the best idea. Arber advised the Guthrie County Attorney is researching the trail cameras. In particular, can she prosecute individuals based on what is captured on the cameras? The main goal is to stop people from throwing garbage in the ditches. Another solution is to increase curbside pick-up. Panora thinks the Lake Panorama area needs its own recycling bins. Arber will work with the Lake Panorama Association (LPA). Panora believes its excess recycling is due to the Lake. Arber stated he is writing a grant to purchase more bins to replace the existing bins. He will speak with LPA and determine if LPA is willing to pay for a portion of the bins. Arber will continue to explore ways to improve recycling. Carney does not like the idea of locking the bins; especially, if the bins only will be open during work hours. Rutledge pointed out most residents are good and passionate about recycling. The rest just need a reminder that TS is watching the bins. In short, Arber simply needs to

figure out the best method to address the issues. Lloyd pointed out how much junk ends up with the weekly garbage. Thompson advised the Telehandler was damaged again. He explained the hood was mangled due to metal hidden in the garbage. It wrapped around the tire and cracked the hood when it hit the Telehandler. There was no internal damage. Thompson is researching a forestry guard to protect the hood. The old Telehandler had a plastic hood and was scared from being hit by debris. Thompson thinks the piece was a cubicle wall divider. There was a dumpster full of dividers brought to TS. Thompson also discussed monthly training as well as safety training. He may need to evaluate new ways to load the garbage. In addition, he may need to look at keeping loads separate and not mixing garbage. Thompson emphasized TS needs to enforce the surcharge. Lloyd verified the windshield is protected and not damaged in the incident. Thompson reported there were no injuries and staff notified him as well as Arber immediately. Therefore, staff are following the new procedures. The Telehandler was supposed to be repaired for other reasons last Friday, but the repairs were rescheduled to this Friday. TS got backed up with garbage because Carroll County shut down due to high winds. Thompson will get an estimate to repair the hood and to prevent future damage.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented the Iowa Department of Transportation (IDOT) Agreement for Surface Transportation Block Grant Program STBG-SWAP-C039(92)--FG-39. This agreement is for the Monteith Road project. Since the project switched from federal funding to SWAP, the County must sign a new agreement. SRD is currently submitting final plans for bid. Sebern advised the project still uses federal aid; however, IDOT receives the funds and then passes it onto the County. This is much more user friendly for the County. Grasty verified the County will still receive the same amount of funding. Sebern reported the Federal Transportation Bill increased the amount of funding, so the County received an additional \$100,000. This project will be paid for through SWAP and Farm to Market funds. The total project cost will be \$2,900,000 of which \$1,100,000 will come from SWAP and the remainder will be Farm to Market. Motion by Lloyd second by Grasty to approve the Iowa Department of Transportation (IDOT) Agreement for Surface Transportation Block Grant Program STBG-SWAP-C039(92)--FG-39. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a SRD update. Sebern commented about the on-going rain. Lloyd inquired about issues with flooding. Sebern reported SRD has not experienced any problems yet. Really, the only problem with the big rivers is debris getting caught on the abutments. There is a big pile of debris at Nations Bridge Park. Sebern expects it will get bigger. Gus Construction Company began working on Victory 237. Grant 112 basically is complete except for a little shaping and some rock. Patching is done for now, and the Contractor has moved out of the County. The Contractor will be back in the Spring. Grasty confirmed the Contractor finished Redfield Road. Carney said the dip by County Road F63/310th Road is gone. Lloyd confirmed Victory 237 is underway. Sebern stated Gus will start with the box culvert. Gus is working with the landowner who still has crops on all four (4) corners. SRD will make sure the landowner has access to the fields and Gus can continue working at the same time. Sebern spoke with the City of Stuart regarding where SRD stopped maintaining 340th Street. There have been several complaints about the road quality. Sebern reminded Supervisors about voting to stop maintaining a portion of the Street. The debate is where SRD should stop maintaining it. At this time, SRD stopped 250 feet short of the City limits because there is a driveway where the grader can turn around. Grasty received a call stating the map shows the City limit goes to the middle of the Street. Sebern said the County and City own a combination of all, part or half of the right-of-way. Dickson thinks there is 150 feet between the driveway and the boundary which SRD does not grade at this time. Dickson thought the City would maintain the Street to the City limits. Recently, he was told the City limits extend to the bottom of the hill and then it is split. He did not understand a portion belonged to the County from the very beginning. Dickson thought Sebern looked into this. Sebern advised there was no pre-existing agreement. Grasty pointed out SRD should maintain through the area. SRD should not stop at a driveway or stop mid-stretch because it cannot be done consistently. Grasty does not understand which part is the County's responsibility. He is confused about part of the Street belonging to the City and other portions belonging to the County. Sebern advised the road around Guthrie Center is the same way. According to Sebern, the road to the race track belongs to the City. Dickson thinks the road to the track is half and half. According to Dickson, when this Street was dirt there was a gentlemen's agreement the County would shape the ditch and rock the road. Then, it became the City's responsibility. There is no written agreement. The County needs to enter into a 28E Agreement to do it right. Dickson thinks the County should maintain the east side and the City maintain the west. Sebern does not disagree with this idea. Grasty said the Street was not good, even after the County rocked it. The Street is a steep, old, dirt road. Rutledge thought SRD maintained to the City limits. Grasty thought SRD went to a line in the middle. Regardless, Supervisors need to decide if SRD

should go to the driveway or the intersection. Dickson pointed out locations on a map in the Plat Book. According to Dickson, SRD used to grade from the top of the hill all way to the intersection. Then, the City installed a STOP sign. The vehicles cannot stop at the STOP sign without creating washboards, so the City replaced the STOP sign with a YIELD sign. Dickson did not agree to maintain the Street if there is a STOP sign. Sebern pointed out the grader cannot go just part way. It worked before when the grader bladed to the intersection. Sebern has received complaints from County residents. Grasty thinks the County needs to do a 28E. Sebern stated SRD has the same issues with every City. Carney confirmed it is a gravel road, so it makes sense for the County to maintain it. Supervisors concurred a 28E is a good idea, so the County will not have to deal with this issue again. Carney suggested the County should take 340th Street and give Stuart the road by the track. Dickson thinks there should be a maintenance agreement. Grasty questioned what constitutes the City's street. Rutledge wants Sebern to research the matter and provide a map showing the boundary lines. Dickson advised there are no recorded documents. Sebern added there is nothing in the SRD Stuart file. It was just a hand shake agreement. Sebern asked if SRD may grade to the intersection again. Dickson thinks SRD only should grade to the intersection for now. Auditor advised Supervisors need a motion to undue the previous motion passed during the regular meeting on 21 December 2017. Dickson stated he was caught off guard during the Stuart City Council Meeting. Sebern remembered talking about this matter at a previous meeting. Dickson thinks SRD needs to maintain it, and he wants a detailed formal 28E. Dickson reiterated the hand shake deal stated the City shall blade the Street twice a year; however, the City no longer has a grader. Dickson admits the City does rock it. Sebern does not object to helping the City and working out an agreement. Dickson wants to sign a formal agreement. Grasty thinks the YIELD sign should remain because it is a safety issue. Dickson explained traffic laws dictate the person coming from the south must stop for person coming from west. Dickson questioned why the City stopped through traffic. Grasty agreed the City should not stop traffic going uphill. Sebern stated he has no jurisdiction because it is within the City limits. Dickson wants the traffic control to be part of the agreement. Carney pointed out a vehicle approaching from the tail of a "T" intersection should yield. Grasty stated he received complaints about people speeding through the area when there was no sign. He thinks the City should have the police monitor it. Sebern asked for guidance. Supervisors want Sebern to begin discussing the matter with the City. Dickson also wants Sebern to draft a 28E. Carney questioned if there are similar issues with other Cities. Sebern advised these issues exist with all the Cities. Sebern will start conversations with the City. Supervisors discussed whether they can pass a motion if it was not on the Agenda. Motion by Dickson second by Carney to authorize SRD to grade 340th Street until the County can enter into a 28E Agreement with the City of Stuart. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Grasty, and Lloyd) Nays: 1 (Rutledge). Rutledge agrees with the decision but voted Nay because it was not on the Agenda.

Carney mentioned the patch on County Road N54 (Adair Road) is not as soft as he thought. The hard rain helped settle the soft spots. Sebern advised he is working with Hallett Material to make arrangements for gravel at the Monteith Pit. Grasty asked if SRD is trying to get a better price on white rock or if it costs too much to use it. Sebern stated he is not a big fan of all white rock on the roads. Dickson thinks it is why the roads are sloppy right now. In Sebern's opinion, the quarry needs to mix another substance with the white rock. Rutledge pointed out there is material in the Monteith Pit. Hallett just needs to open the pit and not overcharge SRD. Sebern stated he only wants to buy the gravel rights. The negotiations have been difficult. Grasty thinks Hallett took a great deal of sand from the Pit. Dickson thinks Hallett can take pee gravel out of it too. According to Rutledge, Hallett only dozed out the last round of road gravel because it tried to avoid having to crush anything. Currently, Hallett needs to peal sand off or add rock into the mix. Lloyd asked if there was an issue with the holding pond, so Hallett cannot wash the rock. Sebern stated he has not been out there lately. Grasty is glad Hallett is expressing interest in moving rock. Supervisors concurred people complain about both gravel and white rock.

Dickson inquired about the Human Resources meeting. Sebern reported he added National Incident Management System (NIMS) tracking to the job description but not the Title Six (6) role since it mostly deals with Federal Aid given to SRD. Sebern plans to present the revised job description and reach a consensus prior to submitting the description to Supervisors.

Auditor presented and explained the spreadsheet she created to organize the Guthrie County Fair Grounds and Buildings claims. She stated Supervisors budgeted \$30,000. She questioned if rock is a permanent improvement. Grant Sheeder, Chairman, Guthrie County Fair Board was not present for the meeting. Rutledge told Sheeder not to attend the meeting because he did not realize Auditor completed the spreadsheet. Auditor also passed around the

Guthrie County Attorney's opinion. Dickson questioned if the Campground and Shower House are part of the Fair Grounds and buildings. Supervisors discussed if rock was considered building maintenance or a permanent improvement. Carney thinks rock is a permanent improvement. Rutledge thinks the rock is necessary to make the roads. Rutledge prefers to reimburse for the rock invoices rather than the camper power outlets for the Campground. Dickson thinks the Beef Barn invoices qualify for reimbursement. Auditor pointed out the invoice from Irlmeier Construction was made out to the Guthrie County Cattlemen's Association. Rutledge is unsure which groups contributed to the Beef Barn. Auditor advised Thompson helped her review the invoices. Auditor and Thompson agree with the claims under Buildings. Dickson confirmed building repairs are authorized by Iowa Code. Supervisors approved the claims under Buildings, totaling \$14,147.96. Auditor advised the claims under Campgrounds include all the associated repairs. In Rutledge's opinion, the Campground is part of the Fairgrounds. Auditor passed around all the invoices and highlighted some of the items. According to Rutledge, the Fair Board will have a new secretary next year. Dickson has no problem with paying for claims related to the Shower House but pointed out the Fair Board is making money on the Campground. Grasty questioned if the electric code requires Ground Fault Circuit Interrupter (GFI). Rutledge wants Supervisors to review the spreadsheet. He will give a copy to Sheeder and have him research the Beef Barn expansion. Carney and Dickson do not want to pay any sign related expenses. Lloyd thinks most of the signs are for advertisement anyway. Dickson inquired if the Fair Board received donations for the signs. Rutledge thinks the signs are part of an advertisement deal. Rutledge does not think the Fair Board intended to submit all of the invoices. The person who handle it just provided all of it. According to Rutledge, the County was not supposed to receive a copy of all the receipts for the entire year. Grasty thinks Sheeder needs to meet with Supervisors and justify the Fair Board request. Rutledge thinks the Fair Board should present a list of requested reimbursements. Dickson wants to see a revenue report too. He does not want to reimburse for any item which the Fair Board receives revenue. Lloyd questioned if the Fair Board gave away tickets and charged the County for it. Motion by Rutledge second by Carney to table the Guthrie County Fair Grounds and Buildings Claim. Motion carried on a vote: Ayes: 5 Nays: 0

There was no Guthrie County Fair Board update.

Auditor presented Resolution 19-12: Guthrie County Conservation Reserve Fund Transfer of Trail User Fees. Said Resolution authorizes the Guthrie County Auditor to make a transfer of \$13,268.45 from the Guthrie County General Basic Fund (To Other Budgetary Funds-Misc Expense: 0001-99-0300-000-814990) to the Conservation Reserve Fund (General Basic Fund: 0027-0-50-6000-900000) in October 2018. The total transfers shall not exceed \$13,268.45. Furthermore, the Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Guthrie County Conservation Director, Joe Hanner, upon completion of said transfers. Finally, it authorizes said transfer to commence upon approval of this Resolution. Motion by Rutledge second by Dickson to adopt Resolution 19-12: Guthrie County Conservation Reserve Fund Transfer of Trail User Fees. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Supervisors briefly discussed appointment of the Penn Township Clerk. Auditor advised the Penn Township Trustees do not object to the appointment of Martin W. Doud. Motion by Dickson second by Grasty to appoint Martin W. Doud as the Penn Township Clerk, effectively immediately, for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Thompson provided an update on County Projects. Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, moved into his new office at the Guthrie County Public Health Building. The Facilities Management Team will start servicing the boiler in the Guthrie County Courthouse, so it will be ready for Winter. The County Farm tenant provided a farm plan to Natural Resource Conservation Service (NRCS). NRCS needs Carney's signature to move forward with the tiling project. Thompson reiterated he will research options for the TS Telehandler. He will look at optional guards to help prevent exterior damage. Grasty questioned if a company even manufactures guards. Thompson reported the JCB forestry model had guards. Thompson thinks he can get the same tubular guards for the Telehandler. Thompson will research the matter and notify Supervisors of the repair costs. Carney asked if there is a machine specifically for garbage. Thompson advised this Telehandler is the premier machine used in the landfills of Europe. The John Deere version has more of a composite fiberglass to handle the impacts better. The Telehandler has

a different composite fiberglass. Dickson questioned why the machines are not built out of metal. Rutledge thinks these are the same repairs, as in the past. The only difference is Supervisors were never told about it. Thompson confirmed the old Telehandler was repaired numerous times too. The current Telehandler will need a new set of tires in February or March 2019. The new tires will have foam and should last. In addition, these tires are cheaper than the solid rubber version. Dickson wants TS to work with haulers to separate loads. Thompson also wants to spread out the garbage piles, so staff does not drive quite so deep into a pile. A secondary loader can help sift through and the move piles. In Thompson's opinion, a skid loader will need repairs at the same rate. He thinks it should be outfitted with extra guards also and is researching it. If Thompson can get a handle on the Telehandler and there is a damage free period, it will indicate how to outfit a skid loader. Thompson continuously tries to gain on the problem.

There was no additional discussion about any county projects.

The Supervisors reviewed the First Quarter of Fiscal Year 2018-2019 Budget Report. Auditor stated the he Fee Agreement For Iowa Precinct Atlas Consortium (IPAC) Members Fiscal Year 2019 was not anticipated when she submitted the budget.

Motion by Dickson second by Lloyd to approve the Minutes from 2 October 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 26 September 2018 – 9 October 2018 in the amount of \$240,236.10. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Secondary Roads Department Payroll Report for 9 September 2018 – 22 September 2018 as well as the County and Assessor Payroll Reports for 15 September 2018 – 28 September 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:48 a.m. until its regularly scheduled meeting on Tuesday, 16 October 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

16 October 2018

The Guthrie County Board of Supervisors met this 16th day of October, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Dickson to approve the Agenda for 16 October 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), joined the meeting to discuss multiple topics. Joshua Sebern, Guthrie County Engineer, also was present for the discussion. Thornberry stated he had a good meeting with Auditor and Rutledge last week. They discussed several issues impacting the County. In his opinion, it was a productive meeting. GCC plans to replace approximately forty (40) computers over the next two (2) years. These computers need to be replaced because several are Windows 7 machines which Microsoft will no longer support and the other computers just reached the end of life. As GCC gathered quotes, it

considered not only the cost but also the type of support available as well as how the supplier will resolve support issues. GCC estimated \$1,100 per computer for the budgeting process. The recommended bid is \$890 per computer and includes three (3) years of onsite warranty support as well as shipping costs to send the computers directly to the County. According to Thornberry, this is the best overall package. The other bids included comparable pricing but did not have the same level of support the County will receive with the recommended package. GCC has identified the initial twenty (20) computers it plans to replace this year and are ready to proceed with the purchase. Thornberry stated GCC plans to upgrade the computers during the regular weekly onsite time. Carney inquired if GCC considered government bids. Thornberry responded the bids came in approximately \$200 under current bids GCC gathered for other private customers. Rutledge advised this topic was part of the discussion at the meeting last week, and he confirmed the County is getting a very good deal because of the bulk pricing. Thornberry also added the government bids are based on which computers are available at the time and necessarily do not meet customer specifications. Thornberry stated the computers GCC bid are commercial grade machines, not consumer quality machines. He added the lower price is proportionate to the quantity because there is a significant price break for twenty (20) or more computers. Supervisors briefly discussed the possibility of replacing more computers this year since the bids are quite a bit lower. The only question is whether the County will receive the best price next year if the County replaces more computers this year and fewer computers next year. Thornberry stated it is hard to tell what the price may be a year from now, but the quantity is the biggest reason for the good price. Grasty asked Sebern about the Guthrie County Secondary Road Department (SRD) computers. Sebern stated SRD needs to replace two (2) computers this year. He plans to replace the computers constantly used in the office. At this point, Thornberry inquired about the process for accepting the bid and making the purchase. He offered to show Supervisors all the bids, or simply make a recommendation. Supervisors briefly discussed the matter. Ultimately, Supervisors opted to have GCC make a recommendation but also provide a copy of all the bids for the County's records. Thornberry will compile the information and present it to Supervisors at a later date. If possible, he will present the recommendation at the next regular meeting on Tuesday, 27 October 2018.

Thornberry presented information regarding the Transparent Local Area Network (TLAN) upgrade. He advised the County maintains a fiber optic link between SRD, the Guthrie County Courthouse and the Guthrie County Public Health (PH) Building. Since Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, relocated to PH, the link has started to hit its limit. Thornberry recommends increasing the capacity between PH and Courthouse. Arber also has inquired about upgrading the TLAN. Thornberry stated the current service rate is \$100 per month. The new rate for the increased band width is \$150 per month. Motion by Rutledge second by Carney to upgrade the TLAN between the Guthrie County Courthouse and Public Health Building by increasing the band width. Motion carried on a vote: Ayes: 5 Nays: 0.

Thornberry discussed the possibility of a new Guthrie County Website. He stated several Departments have inquired about it lately. In Thornberry's opinion, the best place to start is conducting a needs assessment. Thornberry will meet with each Department to determine needs, preferences and goals. Once the needs assessment is complete, GCC can determine if it can work the project or if the County needs to bid the project. Some of the current requests involved integration items which allow more automated visibility into the County processes. GCC will begin speaking with the Elected Officials and Department Heads to determine the needs of each Department. Thornberry does not anticipate any significant cost associated with the needs assessment. He pointed out several Departments have requested a section on the Department's page which provides the Department with the ability to upload information to the website.

Thornberry advised he spoke with Auditor and Rutledge about a new phone system during the meeting last week. He pointed out it also was discussed during the budgeting process. At that time, the main goal was to develop a plan over the next few years to bring the system up to date and maintain it. Thornberry advised Kempf also requested a new phone system in his office. Originally, the new phone system was planned for Year Three (3), not this year. GCC currently is operating in Year One (1) of the plan developed during the budgeting process. Thornberry advised there are a few items the County must put in place before starting the project, but then the County may continue to build on the system over time. Dickson inquired about the current issues. Thornberry responded there is no way to transfer calls between Departments; especially, if a caller dials the wrong number. In addition, there is no way to call between phones or Departments without tying up phone lines. Thornberry stated the first step is to set up the central control equipment in the server room. He also commented about working with Brandon Thompson, Guthrie County Facilities Manager. Thornberry stated Thompson is a good addition because he is a common person to work with on these types

of issues. Thornberry explained the purpose of the hardware. In particular, it acts like a firewall for the phone system. Furthermore, it is scalable, so the County can increase the licenses as it adds additional phone lines to the system. Rutledge summarized the discussion from last week concerning the phone system. Rutledge clarified Supervisors have determined a new phone system is a need and already developed a plan for Year Three (3). Rutledge suggested the County needs to have an Elected Official/Department Head (EO/DH) Meeting to discuss the plan, so all Departments are aware of it. Dickson suggested Supervisors proceed with installation of the infrastructure, so a Department which has the necessary funds and wants to buy its share of the equipment can tie into the new phone system. This will allow all the Departments to participate in a consolidated phone system. In Dickson's opinion, a Department with extra money can upgrade its systems, but he will not consider any budget amendment to support it. Rutledge thinks it will resolve some issues by involving all the Departments and ensuring everyone knows the plan. Thornberry stated he wants to participate in the EO/DH Meeting, so he can share information.

Thornberry provide a brief Information Technology (IT) update. He is attending a Cyber Security Training next week. Upon his return, he plans to conduct the County's annual cyber security training for all employees. In addition, GCC is looking at working with the Departments on workspace ergonomics. The Guthrie County Assessor's Office started the conversation with Thornberry and asked GCC to get involved in the project. Since the initial conversation, several other Departments have asked to be included in the project. Thornberry recently worked on a similar project in the GCC's offices, so he has experience with it.

Supervisors reviewed the Liquor License Application (LC0033597) submitted by Lake Panorama National, Panorama, Iowa. The application is for a Class "C" Liquor License during a twelve (12) month period effective 1 January 2019. It includes Outdoor Service, Sunday Sales, and Catering Privileges. Motion by Rutledge second by Grasty to approve the Liquor License Application (LC0033597) submitted by Lake Panorama National, Panorama, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Public Health (PH) Director, joined the meeting. He informed Supervisors that PH will be giving flu shots at the Courthouse tomorrow beginning at 9:00 a.m. The public is welcome. There is no copay associated with the shots, but PH will bill individual insurances. Arber showed Supervisors a T-Shirt, designed by his wife, to raise funds for the Babies Nest. The T-Shirts will sell for ten dollars (\$10) each and Hoodies will be twenty dollars (\$20). All the proceeds will go towards Babies Nest. The T-Shirts and Hoodies will be available at PH. Arber will send an email to notify all the Departments.

There was no other discussion about pending county property projects.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 23 September 2018 – 6 October 2018 as well as the County and Assessor Payroll Reports for 29 September 2018 – 12 October 2018.

Carney left the meeting at 10:07 a.m. for an interview with Raccoon Valley Radio.

Carney returned to the meeting at 10:14 a.m.

Motion by Lloyd second by Rutledge to approve the Minutes from 9 October 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:00 a.m. until its regularly scheduled meeting on Tuesday, 23 October 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

23 October 2018

The Guthrie County Board of Supervisors met this 23rd day of October, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty and Jack Lloyd. Mike Dickson and Tom Rutledge were absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 23 October 2018. Motion carried on a vote: Ayes: 3
Nays: 0.

Jotham Arber, Guthrie County Public Health and Environmental Health Director, joined the meeting to provide a Guthrie County Public Health (PH) Update. Arber reported this time of year is very busy for PH. They are holding clinics to administer flu shots. As of today, PH has dispensed 326 flu shots. This is more than double the usual 150 shots normal given by this time. PH still has five (5) scheduled clinics. PH also is ramping up the Emergency Preparedness planning. The focus is weather related issues. Once again, PH will work with Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator to plan a training scenario. Arber also continues to implement plans for a tornado shelter at PH. He has all the cost and is working to secure the funding. The structure will cost approximately \$8,000 along with an additional \$1,500 to \$3,000 for the cement slab. Arber may apply for an Iowa State Association of Counties (ISAC) safety grant. Ultimately, PH may need a little financial support from the County. Supervisors briefly talked about recent tornados in the area. Arber advised PH is conducting the annual staff training for animal bites. The nurses took over the animal bite duties from Guthrie County Environmental Health. The training covers the effects of rabies as well as enforcement of the quarantine. Arber advised there have been no animal bites for the last two (2) months. Arber reminded Supervisors about the fund raiser for the HOPES Program/Baby's Nest (0-3 year olds). Currently, the programs serve twenty-four (24) families within the County as well as an additional six (6) families in Audubon County. Baby's Nest staff visit the families once each week and also work with prenatal mothers. The goal is to help find resources and arrange placement in the early Head Start Program. The Family Support Program (0-5 years of age) serves families which do not qualify for the HOPES Program or Head Start. Staff visit families once each month. State funds finance the program, and it helps new parents which do not meet the funding criteria. Arber reported 495 nurse visits, fifty-eight (58) therapy visits, 923 health aide visits as well as 695 hours of homemaker and respite care. All of these services are paid for by Medicare, Medicaid, private pay, insurance or grants. Arber acknowledged there has been issues with Medicaid reimbursements. Arber is replacing the lost funds by providing services to Adair and Cass Counties. PH has a three (3) year service contract with Cass County as well as a contract to provide only Medicare services in Adair County. PH is willing to certify with any insurance company to provide services. Arber acknowledged there is a problem with Medicaid authorizations because Medicaid is trying to claw back money. Typically, Medicaid does not approve the doctor's original order. Rather, Medicaid approves a scaled back version of the doctor's plan. At this time, \$130,000 is allocated to Cass County. This includes \$40,000 worth of State funds for home health services. Arber reminded Supervisors that PH provides Passports services now. In the past three (3) months, PH issued sixty (60) passports. In addition, PH will take photos and review applications. It is a good source of income and helps augment PH's finances. Three (3) staff members are fully trained to handle passports. PH accepts walk-in clients on Wednesdays or a citizen can schedule an appointment during the week. PH also provides travel vaccinations. The rates along with additional information are available on the website.

Arber delivered a Guthrie County Environmental Health (EH) update. Outdoor activities are slowing down. EH just wrapped up all the County wide inspections as well as the inspections at Lake Panorama and the Cities. Justin Downing will continue to administer Percolation tests (PERC tests) through November and then bump the remaining tests to the Spring. He will try to complete as many as possible before it is too cold. Arber advised water testing has increased by twenty-five percent (25%). The Grants to Counties pay for the water tests, so EH offer said tests for free in Adair, Audubon, Cass and Guthrie Counties now. The test provides an occupant with a written water quality report. During the last month, EH assisted with six (6) well plugs in Guthrie County, ten (10) in Adair County, three (3) in Audubon County and nine (9) in Cass County. In addition, EH has logged approximately ninety percent (90%) of the

wells in Guthrie County. It costs \$500 to plug a well and \$1,000 to rehabilitate it. EH will conclude all outdoor work shortly as it gets cold. He also plans to obtain food inspection certifications since food borne illness are a PH problem too. Grasty inquired about Arber meeting with the City Councils regarding the proposed per capita rate in the 28E Agreement For Use Of The Guthrie County Solid Waste and Recycling Agency. Arber is trying to meet with all the Councils over the next few months and explain why the County wants to raise the per capita rate. In addition, he will present the Five (5) Year Plan. Arber's wants the Councils to discuss the matter ahead of time and hopefully provide a response by the end of November 2018. The goal is to finalize the 28E by the end of the year. In Arber's opinion, the small towns do not seem to care about the proposed increase of the per capita rate. Arber's goal is to ensure each City realizes it has a voice in the process. Grasty hopes the Cities can reach a consensus regarding a lump sum verses incremental increase of the per capita rate. He reiterated the City of Panora wants an incremental increase. Arber acknowledged he understands why Panora wants this type of increase. Arber wants to engage the Cities in this process and build a good partnership. Lloyd pointed out the Cities do not have many alternatives. Carney noted the Guthrie County Transfer Station is the cheapest within the area.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the abatement of delinquent property taxes owed by the City of Guthrie Center for Parcel 0001172200 located at 103 Grand Street. The City obtained ownership of said Parcel on 4 September 2018 pursuant to Iowa Code Section 657A.10A. Treasurer sent a letter to the City concerning the delinquent property taxes. She received a written response from the City Attorney, David Bruner, advising the City will not pay the delinquent taxes pursuant to Iowa Code Section 445.63. This section states if the City fails to immediately pay the taxes due, the Board of Supervisors shall abate all of the taxes. It applies regardless of how the City takes title to the property. Treasurer has no indication of what the City plans to do with the property. City maintains it costs more to acquire the properties and get them back on the tax rolls than the County loses through the tax abatement. The taxes due on Parcel 0001172200 located at 103 Grand Street is \$670.00 for Tax Year 2017. Treasurer also will remove a special assessment, in the amount of \$275.00, levied by the City. Motion by Carney second by Lloyd to abate all the taxes due and owing, in the amount of \$670.00, for Parcel 0001172200 located at 103 Grand Street, Guthrie Center, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 3 Nays: 0.

Joshua Sebern, Guthrie County Engineer, and Steve Stringham, Guthrie County Weed Commissioner, joined the meeting to present the 2018 Weed Commissioner's Report. Stringham briefly discussed the primary noxious weeds in the County such as thistles, wild parsnips and chicory. Stringham advised there is nothing Integrated Roadside Vegetative Management (IRVM) can do about eradicating blue chicory. Every County in the State of Iowa deals with it. In fact, it gets worse after mowing it. According to Stringham, it loves bare, sandy, gravel type soils. Stringham advised IRVM only purchased \$15,834.60 worth of chemicals this year. IRVM primarily focused the spraying on areas where it previously removed trees and brush to maintain these areas. IRVM did work on some new areas too. Stringham advised he received five (5) calls regarding Noxious Weed Notices, and he issued five (5) verbal warnings. All five (5) locations basically were the same as last year. He did not issue any public or private written warnings. All of the issues were resolved or are in the process of being addressed by landowners. Stringham spent twenty percent (20%) of his time on the Weed Commissioner duties, seventy percent (70%) of his time on IRVM duties and ten percent (10%) of his time on other Secondary Road Department duties. IRVM currently is seeding, spraying or cutting trees and brush. Grasty inquired about the cedar trees. Stringham advised the best way to stop regrowth is to cut these trees below the lowest branch at the ground. He explained the spray must make full contact with a cedar trees in order to kill it. This means IRVM must drenching the entire tree. He reiterated the best method to control cedar trees is to cut down the tree. Grasty inquired if IRVM considered a tree puller. Sebern stated he has not had time to research it yet. Stringham advised the overall condition of the County continues to improve each year. Supervisors had no suggestions or recommendations and directed IRVM to continue its work. Stringham provided a list of chemicals along with the quantities. He reported there are approximately thirty (30) organic farms and bee locations in the County. All of these locations are not registered with the State. Stringham advised IRVM shall not spray within a mile of an organic farm and/or bee location. He explained bees are very sensitive to chemicals. Stringham advised it is very difficult to spray when there are multiple locations in a specific area. For example, there are two (2) bee locations and one (1) organic field along the Monteith Road. Grasty pointed out the Supervisors need to consider this fact when they question why IRVM does not spray brush in a particular area. Stringham stated IRVM constantly has to monitor drift; whereas an adjoining landowner does not have the same restrictions. Motion by Lloyd second by Carney to approve 2018 Weed Commissioner's Report. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department New Employee Payroll Notice for Jason Carroll. Carroll will fill the open Laborer position. Said position became available when an existing Laborer moved to the Grader position vacated by Chad Redfern. Carney inquired if SRD has a full staff for winter. Sebern confirmed SRD will be at full strength because there is a person slated to cover the pending retirement. Lloyd confirmed SRD is ready for winter. Sebern advised the newest Grader operator is learning quickly and should be ready to move snow. Motion by Carney second by Lloyd to approve the Guthrie County Secondary Roads Department New Employee Payroll Notice for Jason Carroll authorizing a wage of \$17.96 per hour effective 22 October 2018. Motion carried on a vote: Ayes: 3 Nays: 0.

Sebern provided a Guthrie County Secondary Road Department (SRD) update. Sebern reported he is working with Hallett Material to purchase gravel. This is the first time Hallett has been willing to speak with him. The proposed price, seven dollars and fifty cents per ton (\$7.50/ton), is higher than he wants it. Rock currently costs eleven dollars and fifty-five cents per ton (\$11.55/ton) and is slated to increase by a quarter (\$.25). Grasty questioned the overall costs. Sebern emphasized he is unhappy with \$7.50/ton, so he will continue to negotiate with Hallett. In fact, it only cost five dollars per ton (\$5.00/ ton) last time. Currently, SRD has forty (40) tons on the ground. Sebern wants a total of 100,000 tons. He estimates the cost will be \$750,000 at the current asking price. Sebern assured Supervisors this supply will last SRD for several years. Grasty pointed out mixing the gravel with white rock may make a better road. Sebern stated SRD spent approximately \$1,200,000 on the contract haul for rock and gravel. Grasty added SRD spent another \$1,000,000 for white rock. Supervisors agree the proposal will be a good deal if it makes a better, more durable road. Sebern thinks the gravel will not break down like white rock, plus it makes a better driving surface. SRD already hauled two (2) rounds by the City of Casey. The material looks good, but it was pit run. Therefore, it had chunks of glued together pieces and clay balls in it. The gradation looked good; however, some of the drivers commented it looked chunky. Since it was pit run, the gravel was not processed at all. SRD cannot use this on the roads. Sebern advised gravel is becoming harder to find. By stock piling it, SRD can load the trucks at the pits on its timetable. Sebern stated he will continue to negotiate with Hallett and meet with Supervisors before making a final decision. Sebern announced Gus Construction Company is working on the Victory 237 boxes. He confirmed SRD is cleaning ditches south of the City of Panora on County Road P28. The road needed to be reshaped because deterioration created a trough. SRD cleaned it out and created a better crown to increase drainage. It was a major cleaning project. Sebern advised there always are ditches in need of cleaning.

Brandon Thompson, Guthrie County Facilities Manager, along with Nate Sizemore & Wade Snyder of Star Equipment, joined the meeting to discuss Guthrie County Transfer Station (TS) equipment training and certification. Arber also was present for the discussion. Thompson wants to institute safety trainings as well as a certification process for the forklift and telehandler. He outlined a training strategy and passed around the Daily Maintenance Checklist. Currently, TS Staff perform daily and weekly checks. The Checklists follow the daily and hourly checks specified in the User Manuals. There also is a place on the Checklist to report damage. Thompson confirmed the Staff usual call, when the equipment receives damage. Sizemore explained Star can train Staff to operate the equipment properly. The training consists of classroom and hands-on instruction as well as a test. An individual must receive a score of eighty percent (80%) on the test. County also can delegate a person to train the Staff. It costs \$150 per person for a five (5) hour class after which an individual is licensed to be a trainer. In addition, the Trainer License never expires; however, the Staff must renew their Certifications ever two (2) years. Staff will learn about the expectations and limitations of the equipment. Thompson wants the training to focus on using the telehandler to load trucks. Sizemore pointed out each machine has load charts and tipping ratios. Supervisors concurred a training and maintenance program should be mandatory for all Staff. Grasty inquired about other machines which do this type of work. Sizemore advised Star has three (3) machines. Grasty asked about the maintenance cost. Sizemore acknowledge maintenance costs are high. He is willing to help setup a training and maintenance program. Sizemore advised the telehandler usually is an agricultural loader. Its main use is loading silage at feedlots. It performs well in Transfer Station applications. Grasty inquired if TS telehandler requires an abnormal amount of maintenance compared to other equipment. Sizemore could not answer the question without reviewing the records. Grasty hopes training will resolve the issues. Arber advised he wants a training and certification program in place before TS buys any new. Thompson advised TS should purchase another loader because the telehandler already has 1,200 hours, and TS only started using it in March 2018. Carney confirmed the warranty expires after 2,000 hours. Sizemore pointed out the warranty will expire in less than a year. Thompson advised he looked at several skid loaders too. He prefers

the Mustang version for soft areas. It is heavy enough to do the work. In addition, it is a track loader, so it can lift more. The tracks also mean the loader is smooth and more stable. The version with wheels is fine, but TS needs the tracks for off-road applications. TS may set up its own training courses once Thompson completes the training program. Sizemore advised TS will need to purchase training materials. The cost is \$199 per kit. Thompson expressed interest in becoming the trainer. The goal is to train Staff on specific items to point them in the right direction. Carney thinks it will help meet specific needs and enable TS to set expectations. Grasty pointed out an in-house trainer can train new employees too. Arber advised he plans to shift funds from de-manufacturing to training. Thompson also has some funds in the Dept: 53 Facilities Management Budget too. In Thompson's opinion, the Staff should complete general training too. Carney inquired about the price of training materials. Sizemore advised the kits are a one (1) time cost and allow Thompson to teach unlimited classes. In fact, the publisher rarely updates the materials. Arber pointed out TS can tailor policy, so Staff know the expectations. Thompson wants to target specific points. Arber and Thompson want to implement the training soon and will continue to move forward with the process. In November, Arber will submit a proposed timeline for the training program as well as purchasing a skid loader.

Thompson briefly discussed the purchase of a skid loader for TS. He is interested in a 113 horsepower (hp) Mustang track skid loader with automatic track tension. The vertical lift is approximately 133 inches with 3,200 pound capacity at thirty-five percent (35%) tip load. It includes an eighty-four inch (84") bucket and all season tracks. The government rate is \$64,068.50. It will require diesel exhaust fluid (DEF). Supervisors briefly discussed prices. They also inquired about protection or coverage for the windshield. Snyder advised it is a Lexan window. In Thompson's opinion, it is a user friendly machine built in the United States. He appreciates its simplicity. Sizemore explained the automatic track tension and advised it leads to twenty percent (20%) longer track life. Sizemore confirmed the quote is good until the end of the year. Supervisors briefly talked about a grapple. Sizemore recommended a separate grapple bucket. The standard add-on grapple will not hold up because the cylinders are too small, and it is not made for this type of application. Sizemore recommended a Grabtech which is a heavy grapple bucket. The cost is approximately \$5,900. It is heavier built with a seventy-one inch (71") opening. Thompson advised TS needs a second loader, so he can perform maintenance and repairs on the telehandler. The skid loader can help move garbage too. Thompson also wants to purchase pallet forks. Carney verified the skid loader will have the hydraulic change feature. Thompson advised it will have side weights for extra capacity too. Thompson stated he spent weeks researching skid loaders. The Mustang is almost the second largest machine on the market and has the best price. In addition, Star is a local company which can supply parts. Thompson recommends the Mustang skid loader. Grasty inquired about the cost of the tracks. Sizemore estimated the mid \$3,000 range. Thompson wants to assess the hours and usage during the first year to determine how long the loader will last. Sizemore advised an all season track wears well, even on concrete. Snyder pointed out the operator as well as the application will impact life expectancy.

Thompson provided a Facilities update. He is ready to install a radiant tube heater in the Blue Building at TS. Also, the tin is done on the south side. In addition, he installed the new pole security light, and it illuminates the area well. Thompson continues to work on the septic for the restroom in the Blue Building. Thompson is confident the radiant floor heat will keep the area warm. Therefore, the recycling truck may be kept inside, so it will start when the temperature is below forty (40) degrees. Thompson passed around the Shive Hattery Architecture & Engineering invoice. Auditor advised she requested a more detailed Invoice, but she never received it. Auditor asked Supervisors for input on the matter. Grasty confirmed he spoke with Guthrie County Sheriff Marty Arganbright about the space vacated by the Iowa Department of Human Services Case Management. Sheriff stated Shive already toured the facility, so Grasty is unsure if Shive plans to reassess the available space. Thompson reiterated he wants more clarification. Carney verified the Shive Invoice addresses the second payment. Supervisors agreed they want a more detailed statement sent directly to Auditor. Auditor will contact Michael S. Lewis, Institutional Team Leader, Shive. Thompson handed out the Unplugged Wireless Communications LLC quote for the exterior security cameras. Unplugged wants to install a pole near the new Guthrie County Veteran's Memorials to monitor the west lawn as well as the intersection of Highways 25 and 44. In Thompson's opinion, a camera mounted on the corner of the Guthrie County Courthouse is sufficient; especially, if he trims the trees. Grasty inquired about the trees impeding the view. Thompson thinks he can sufficiently narrow the tree. He also verified there is a direct view. Furthermore, a camera in the west entrance could cover a portion of the area. Thompson has not discussed these options with Unplugged or Sheriff. Unplugged is leaning towards a pole. In Carney's opinion, the pole is a little expensive. Rutledge commented he is unfamiliar with the contractor recommended to install the pole. Thompson pointed out there must be electrical service to the pole too. Thompson advised Sheriff already purchased the security cameras according to

Unplugged. Lloyd verified Thompson can supply power from Courthouse to the pole. Thompson commented it should not necessitate a buried line or boring under the sidewalk. Thompson pointed out it will be difficult to service a camera without a bucket truck, if it is mounted on a pole. Thompson agrees the cameras are a good idea, but he recommends mounting it to the Courthouse. Supervisors reached a consensus to follow Thompson's recommendation. Thompson will review the quote again and request an updated quote. Thompson did not plan for this expenditure, but he thinks he can cover it. Thompson advised dirt has been spread around the concrete slabs for the Memorial. He plans to till and seed it this Fall.

There was no additional discussion about any county projects.

Supervisors considered the Application for Fireworks Permit submitted by Rich Boals. He will set off the fireworks at 2002 Maple Avenue, Guthrie Center, Iowa on 27 October 2018 at dusk. The alternative rain date is 3 November 2018. Motion by Grasty second by Carney to approve and sign the Fireworks Permit submitted by Rich Boals. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Lloyd second by Carney to approve the Minutes from 16 October 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Lloyd second by Carney to approve the Claims from 10 October 2018 – 23 October 2018 in the amount of \$560,461.85. Motion carried on a vote: Ayes: 3 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:15 a.m. until its regularly scheduled meeting on Tuesday, 30 October 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 3 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

30 October 2018

The Guthrie County Board of Supervisors met this 30th day of October, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Rutledge to approve the Agenda for 30 October 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and provided two (2) quotes for the Desktop Computer Replacement Project. Both quotes are for twenty (20) computers. The first quote from Ingram Micro is for \$17,532.60. It specifies HP Business Desktop ProDesk 600 G4 computers. The second quote from Equus Compute Solutions is for \$17,270.00. It specifies Nobilis P3380 Business Desktop PCs. The only difference is the Nobilis computers are 8400 series while the HP computers are 8500 series. Grasty inquired about the difference. Garland stated there is not much of a difference. There may be a minor speed difference, but it will not be noticeable to the users. Garland recommended the Equus Compute Solutions bid. Garland advised GCC has a good working relationship with Equus. In addition, Equus' service is good and very reliable. Garland advised a majority of the computers will require new monitors. GCC anticipates installing twenty-two inch (22") monitors which will cost \$119 each. Garland advised the cost for setting up the computers will be eighty-five dollars per hour (\$85/hr), if GCC

does it outside of the contracted time. Supervisors decided they want the new computer installed during the currently contracted time. Motion by Carney second by Rutledge to approve the Equus Compute Solutions quote for \$17,270.00 along with any necessary monitors at a cost of \$119 each. Motion carried on a vote: Ayes: 4 Nays: 0.

Garland presented the October 2018 Information Technology (IT) Report. He reported a large removal of space on the ImageTek Server since the Guthrie County Recorder's Office launched the new Eagle Recorder System. Garland will contact ImageTek about freeing up this empty space. There was a large jump in malicious emails last month. GCC blocked all foreign emails because those domains appeared to be the largest source of malicious code. This change dropped the number of malicious emails from thirty-one (31) last month to just six (6) this month. The Eagle software is now active in the Recorder's Office. The old server will remain available, so the Recorder's Office may access some of the old reports. There was a slight increase in the number of visits to the Guthrie County Website.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to discuss a de-manufacturing fund. TS currently does not perform any de-manufacturing. The State of Iowa informed Arber it is easier to keep the existing permit current than it is to relinquish same and try to reobtain it in the future. The Iowa Department of Natural Resources (IDNR) wants the County to create a line item for a \$7,000 de-manufacturing fund in the Fiscal Year 2018-2019 Guthrie County Budget. Arber informed Supervisors there is money in the Dept: 79 - Transfer Station Budget as well as the Dept: 53 - Facilities Management Budget to create this line item rather than passing a budget amendment. This money must be set aside to assist with closing cost in the event TS ceases operations. IDNR prefers the money be held in a separate fund, but a line item will satisfy the requirement until the next fiscal year. Supervisors want Auditor's opinion on how to proceed with this. Arber and Supervisors will follow up with Auditor.

Arber provided a TS update. Arber advised he created a TS Safety Policy. He also implemented mandatory training for all employees as well as new hires. Arber needs Supervisor to approve the Policy because it states no employee will be able to operate the equipment, if the employee does not successfully complete and pass the safety training. Brandon Thompson, Guthrie County Facilities Manager, will be the Safety Trainer.

Brandon Thompson, Guthrie County Facilities Manager, provide an update on county projects. Thompson talked about work being done at TS. He has resolved the plumbing issues and is currently checking on the heaters at TS. Carney asked if the electric bill for the Guthrie County Courthouse has changed since Thompson replaced all the light bulbs with LED bulbs. Grasty asked if Thompson spoke with Shive Hattery Architecture & Engineering. Thompson stated Shive has not contacted him. Thompson reported they added more dirt around the Guthrie County Veteran's Memorials. Thompson will contact Tyler Carney about trimming some of the trees around the Courthouse.

Joshua Sebern, Guthrie County Engineer, stopped by the meeting and informed Supervisors the employees of the Guthrie County Secondary Roads Department voted to decertify the Teamsters Local Union No. 238 based on preliminary results. There were five (5) votes for the Union and the remaining employees did not cast a vote. If an employee does not vote, it counts as a vote against certification of the Union.

Deputy Auditor advised Auditor was unable to complete the Minutes from 23 October 2018. Motion by Rutledge second by Grasty to table approval of the Minutes from 23 October 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:15 a.m. until its regularly scheduled meeting on Tuesday, 6 November 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

6 November 2018

The Guthrie County Board of Supervisors met this 6th day of November, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:04 a.m.

Motion by Rutledge second by Lloyd to approve the Agenda for 6 November 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Spencer Sloss, Guthrie County Fair Board Member, joined the meeting to discuss the Guthrie County Fair Grounds and Buildings Claim. Carney inquired if the Guthrie County Beef Producers contributed any funding to the new Beef Building. Sloss advised Fair Board paid for the Building while Beef Producers provided the gates. Sloss explained the invoice from Weirich Welding was for the portable, galvanized panels in the North Beef Barn. Rutledge verified Grant Sheeder, President, Guthrie County Fair Board, spoke with Irlmeier Construction about the invoices issued to the Beef Producers for the new Beef Building. In particular, Irlmeier agreed to reissue the invoices to the Fair Board. Carney also inquired if the Fair Board received donations for the new playground equipment. Sloss confirmed Fair Board did receive some donations, but Fair Board had to pay Guthrie Welding & Repair \$1,542.80 to fabricate additional pieces to install the equipment. Carney asked about the invoices for the signs and verified these signs were mounted to the buildings. Sloss acknowledged Fair Board received funding for the signs through advertisements and donations, so he did not object to Supervisors disregarding those invoices listed under the "Sign" section of the Guthrie County Fair Grounds and Buildings Claims spreadsheet. Rutledge reiterated the Fair Board Treasurer simply submitted all the receipts, so Auditor and Supervisors had to decipher which invoices pertained to the Claim. Auditor gave Sloss the Irlmeier invoices issued to Beef Producers. Supervisors concurred all the entries in the "Buildings" section of the spreadsheet pertain to the Claim. Rutledge suggested Fair Board forward the revised invoice from Irlmeier to justify the full payment of \$30,000 budgeted in Fiscal Year 2018-2019 Fund: 0001 - General Basic, Dept: 78 – Fairgrounds. Supervisors concurred with Rutledge's suggestion. Auditor confirmed the revised Irlmeier invoices along with the entries in the "Buildings" section of the spreadsheet will cover the budgeted amount. Auditor advised she will attach the associated invoices to the Claim and retain an electronic copy of the other invoices. She also explained the Claim will be submitted with the next round of claims on 20 November 2018.

Sloss provided a brief Fair Board update. Carney inquired about attendance at the 2018 Guthrie County Fair. In Sloss' opinion, it was good, if not better than last year. He admitted the weather was a little challenging at times. Overall, he heard many great comments. He also advised there were more volunteers. Sloss was impressed with the improved communication. In addition, the Fair Board was able to get a great deal accomplished this year. Sloss reiterated he received countless great comments. Sloss stated Fair Board hopes to knock it out of the park next year.

Hillary Stringham, Administrator, Capstone Group, Inc., joined the meeting to request an abatement of the penalty fee triggered by Capstone paying the real estate taxes for the first half of Fiscal Year 2017-2018 after 1 October 2018. Marci Schreck, Guthrie County Treasurer, and Nikki Carrick, Guthrie County Assessor, were present for the discussion. Mike Mischaud, Capstone Group's Chief Executive Officer, asked Stringham to speak with Supervisors. Stringham originally spoke with Treasurer about the matter. According to Stringham, Capstone's attorney originally advised Capstone not to pay the taxes because of the pending litigation. She explained Capstone's attorney changed his mind and advised Capstone to pay the first half taxes after 1 October 2018. Rutledge inquired about the purpose of the litigation. Assessor and Auditor advised there is a court case pending in Guthrie County District Court between the Guthrie County Board of Review and Capstone. The Board of Review changed Capstone's classification from exempt to taxable Multi-Residential, so Capstone appealed the decision. As of today, the District Court has not issued a decision even though the trial was held on 12 September 2018. Therefore, Capstone wants Supervisors to abate the penalty. Dickson questioned why Capstone did not inquire about paying the taxes before the deadline. Stringham reiterated Capstone's attorney did not advise Capstone to pay the taxes until after the deadline on 1 October 2018. Dickson stated he does not support the abatement. Auditor briefed Supervisors on her conversation with Brett Ryan,

the attorney representing Board of Review. She passed around Ryan's email. In short, Capstone must pay the late fees. Per Iowa Code Section 445.39, the interest is one point five percent (1.5%) each month, starting October 1, and accrues the first of each following month when any part of the taxes remain unpaid for the month. Therefore, any unpaid taxes result in another month of interest. Ryan is unaware of any provision which permits waiver of such interest. Ryan also advised Supervisor's only can refund taxes "erroneously or illegally paid" per Iowa Code Section 445.60. In his opinion, this is not the case, as Capstone just paid the taxes late, and incurred the statutory interest. Furthermore, the court cases which discuss "erroneously or illegally paid" taxes address really weird situations, like paying taxes to the wrong county, etc. Treasurer advised more interest has accrued because Capstone did not pay the taxes prior to 1 November 2018. Per Treasurer, Stringham contacted her on 31 October 2018 about waiving the penalty. Therefore, Supervisors must decide if Capstone just owes \$646 as of 31 Oct 2018 or \$656 as of 1 Nov 2018. Carney inquired if County ever waived a late fee penalty in the past. Auditor pointed out County will reimburse Capstone the full amount of the taxes plus the penalty, if the District Court rules in favor of Capstone. Dickson stated he has no objection to Capstone only paying the penalty for October 2018 provided Capstone pays the fee by 16 November 2018. If not, Capstone must pay the \$656 due as of 1 November 2018. Motion by Dickson second by Lloyd to reject the request from Capstone Group, Inc. to abate the real estate tax penalty fee accrued on 1 October 2018, but only require Capstone to pay the fee of \$646 as of 31 October 2018 and waive the 1 November 2018 fee provided Capstone pays the real estate taxes for the first half of Fiscal Year 2017-2018 plus the October penalty by 16 November 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present a Guthrie County Secondary Roads Department (SRD) update. He advised he has been negotiating extensively with Hallett Material. He submitted two (2) quotes for 92,000 tons of the "Monteith" gravel. 42,000 tons are pit run and contain big clumps because it is not processed; however, Hallett can screen it. The total cost is \$289,800 or six dollars and ninety cents per ton (\$6.90/ton). Rutledge verified SRD previously paid five dollars and fifteen cents per ton (\$5.15/ton) to McAlister Aggregates when it hauled from that pile. At this time, Hallett does not intend to put up anymore piles. Hallett's quote for the new production of the remaining 50,000 ton is \$375,000 or seven dollars and fifty cents per ton (\$7.50/ton). The total cost will be \$664,800. In Sebern's opinion, the price is locked, and he exhausted the negotiations with Hallett. Sebern wants Hallett to begin producing the gravel during Spring 2019, starting in February, so he can split the expense over two (2) Fiscal Years (FY's). At this time, Sebern is working with the salesman to formulate a payment plan. Sebern advised SRD usually hauls 30,000 tons per year, so he thinks it will take approximately three (3) years to haul all the gravel. He pointed out SRD will continue to haul gravel out of a quarry near the City of Jamaica for the northern portion of the County. In Sebern's opinion, the gravel could last up to five (5) years. He admits it is a large, one (1) time hit; however, it will last awhile. Lloyd verified Hallett will pile and screen it. Rutledge confirmed Hallett will reprocess the current pit run pile. Sebern explained Hallett just dozed the pit run from the bank and piled it. Grasty verified it will meet Sebern's specifications. Sebern explained it will be weighed by the continuous scale on the conveyor belt. He assured Supervisors that SRD will receive verification of the scale's calibration. Once SRD acquires the gravel, SRD will survey and measure the pile for the State Auditor. Sebern stated he wanted to discuss the matter today, even though, he still is hammering out the payment, so he can act quickly. He admitted SRD will need a budget amendment regardless of how much SRD purchases during the current FY. Sebern stated he is unsure when other producers may move into the region. He also advised the white rock from Schildberg Construction Company cost eleven dollars and fifty-five cents per ton (\$11.55/ton) plus the cost continues to rise regularly. In Rutledge's opinion, he does not think SRD can buy it any cheaper or without purchasing a big pile. Since this is a major expenditure, Sebern wants to verify it is fine to move ahead with the process. Rutledge suggested Sebern split the purchase between FY's. Rutledge asked if County needs to sign a contract. Sebern will research it. At this time, Sebern is trying to clarify the language as well as the time it will take Hallett to produce a pile. Sebern hopes SRD only has to load and haul the gravel. If SRD has to work within an active quarry, it must follow all the applicable Federal Regulations. Supervisors concurred Sebern should proceed with the matter. Rutledge thinks it is a cheap option because the "over the counter" price is at least ten dollars per ton (\$10/ton). Lloyd pointed out the pit run pile is worthless unless Hallett processes it. Carney verified screening will remove the big chunks. Supervisors briefly discussed the quarry and screening processes.

There was no discussion about pending county property projects.

Motion by Carney second by Rutledge to approve the Minutes from 23 October 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Rutledge to approve the Minutes from 30 October 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Rutledge to approve the Claims from 24 October 2018 – 6 November 2018 in the amount of \$249,306.85. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 7 October 2018 – 20 October 2018 as well as the County and Assessor Payroll Reports for 13 October 2018 – 26 October 2018.

There being no further business to come before the Board at this time, the Board adjourned at 10:48 a.m. until its regularly scheduled meeting on Tuesday, 13 November 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

13 November 2018

The Guthrie County Board of Supervisors met this 13th day of November, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd and Tom Rutledge. Everett Grasty was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Lloyd second by Carney to amend the Agenda for 13 November 2018 to Canvass General Election Held on 6 November 2018. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Lloyd second by Carney to approve the Amended Agenda for 13 November 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 8 October 2018. Rutledge questioned why the Iowa Association of County Conservation Boards (IACCB) changed its name to Iowa County Conservation System (ICCS). Hanner replied he is not on this Board, so he does not know the reason for it. He explained the ICCS did make small structural changes. Carney inquired if GCCB finished all the bridge approaches. Hanner advised three (3) were scheduled for repairs in 2018. The contractor completed one (1) during the Spring and two (2) this Fall. Lloyd inquired about any plans to extend the Raccoon River Valley Trail (RRVT) from Herndon to the City of Coon Rapids. Hanner spoke with Dan Gudahl, Executive Director, Whiterock Conservancy and learned the Conservancy will meet with landowners about extending RRVT. Otherwise, Hanner has not heard anything specific. Hanner advised GCCB discussed reviewing the electrical infrastructure at Nations Bridge Park. According to Hanner, Rick Knowlten has reviewed the current infrastructure. Hanner needs to gather more information, but he anticipates there will be four (4) phases over the next few years. If GCCB has the funds, Hanner figures the priority phase will be completed this Winter. The plan is to upgrade all the electrical at Nations. Carney confirmed the contractor will try to utilize the existing underground lines. Hanner advised the long runs must be broken, so the demand does not overload the available service amperage. He stated the Staff will review the documentation. The first site is located in the middle of the west bottom at Nations. This run has too many boxes, so a new underground line must be installed to break it. Carney inquired about reseeding the area again. Hanner commented there should not be much disturbance since the contractor will use a trencher.

Hanner inquired if Supervisors made a decision about the “Restricted Use Fund”. Auditor advised she will be able to provide the current Fund Balances after she finishes the Annual Cash Financial Report.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director and Public Health (PH) Director, as well as Brandon Thompson, Guthrie County Facilities Manager, joined the meeting. Arber provided the TS update. He researched ways to create the De-Manufacturing Fund mandated by the Iowa Department of Natural Resources (IDNR). At this time, the County may create a line item in Dept: 79 - Transfer Station and re-appropriate \$7,000 to fund it. County must create a new De-Manufacturing Fund, with a balance of \$7,000, in the Fiscal Year (FY) 2019-2020 Guthrie County Budget. Arber plans to re-appropriate a portion of line item 0011-79-6020-000-101005 Wage of Temp/Part Time Employees-Extra Help. Auditor advised Supervisors can adopt a Resolution to re-appropriate the funds as long as the funds are within the same Service Area of the Budget. Lloyd confirmed the amount will never change, and County cannot spend it. Arber explained the money must remain in the Fund until TS closes and only then, County may utilize it. Auditor will create the line item and prepare the Resolution. Arber talked about Star Equipment being very good to work with and a positive experience. Arber advised he is working with Cities to finalize the 28E Agreement For Use Of The Guthrie County Solid Waste and Recycling Agency. Three (3) of the Cities want a lump sum increase even though the City of Panora wants an incremental increase. A few Cities have no opinion. Arber will continue to meet with the remaining Cities. He may schedule another group meeting and emphasize the importance of all Cities attending it. All in all, the Cities agree County needs to increase the per capita rate, and Arber is doing what needs to be done at TS. Arber acknowledges no one wants a rate increase, but it must happen to insure TS’s viability for the next five (5) years. Carney stated he does not want to prorate the increase because it will not be equal since the City of Adair already pays a higher rate than the other Cities. He assumes the goal was to increase all the per capita rates to the same amount. Arber pointed out the per capita rate has not changed since 1998. Furthermore, he hopes to complete the process by December, so Cities and County have the new rate for FY2020 Budgets. Rutledge commented Arber provided Cities with a good profile of costs associated with all the revisions to TS as well as safety and management changes implemented to meet all the State of Iowa and federal regulations. Rutledge commended Arber for figuring out the most cost-effective ways to manage TS. In Arber’s opinion, the key is to ensure transparency. He has all the necessary data to substantiate the proposed increase. Arber advised the Koster Grain, Inc. contract will expire 30 June 2019. He will begin meeting with dealerships about trucks and prepare a transition plan. He will present his findings in January 2019. Arber stated he will hold a budget workshop, if Supervisors want to attend and be involved in the budgeting process.

Arber gave a Health Insurance Portability and Accountability Act (HIPAA) Policy update. He regularly reviews the Policy; however, Supervisors need to review and approve it again. Arber does not recommend any changes. He wants to remove The Guard and replace it with the Guthrie County Privacy Officer. Arber will send Supervisors a link via email, so they can review the Policy. He will highlight any proposed changes. Supervisors have time to review the Policy; however, Arber wants to approve it by the end of December 2018. Arber also created an abbreviated HIPAA refresher video. It is approximately sixteen (16) minutes and all County Employees must view it. After watching the video, employees must take the test posted on Guthrie County Public Health’s website. Arber will track the process. When an employee finishes the test, Arber will receive an email which he can save in the employee’s file. Carney inquired if the training applies to all employees or just new employees. Arber explained all employees must complete the refresher process once each year as specified in the Policy. The point of the video and test is to ensure employees understand certain information must be protected and how to handle it properly. It also helps employees understand how the County protects their information too. Arber advised PH just got recertified by Medicare. PH passed with flying colors. Arber does need to make some changes, but there is a night and day difference from three (3) years ago. Nurses did a fantastic job. The recertification covers Adair, Cass and Guthrie Counties. Arber acknowledge PH still has problems with Medicaid. Apparently, it takes a long time to review cases. Arber advised PH is doing good things at the home health level. Arber announced PH received its Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) Accreditation since there were no policy deficiencies. PH will be a deemed agency. Therefore, PH can submit yearly reports in lieu of going through the long survey.

Thompson submitted the Guthrie County Payroll Change Notice for Wayne Tallman, Jr. He reached the end of the six (6) month probationary period. Tallman completed all the necessary training and earned all the applicable certifications. He will complete the HIPAA Training when Arber offers it. Tallman completed and passed the probationary period without any issues. Thompson stated Tallman is a positive team member and devoted to his work.

He will stay late to work plus fill-in, as necessary, to help others. He also has good communication skills. Thompson advised Tallman immediately jumps on work orders. He also does not hesitate to report any issues. Tallman regularly assists with task at TS too. Overall, Tallman is a good employee, and Thompson is glad he hired Tallman. Thompson recommends Supervisors approve the Payroll Change Notice. Rutledge verified Tallman obtained his Boiler Certification. Thompson advised Tallman received his Underground Storage Tank Certification too. Thompson pointed out Tallman is even compliant with National Incident Management System (NIMS) requirements. Motion by Dickson second by Carney to approve the Guthrie County Payroll Change Notice for Wayne Tallman, Jr. (End of Probationary Period) authorizing a pay increase from \$15.50 per hour to \$17.50 per hour effective 14 November 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Thompson provided a Facilities Management update. Thompson and Tallman currently are working at TS. They will finish the radiant tube heater in the Blue Building this week. They still need to connect the gas line. The septic tank is open, so there is a restroom in the Blue Building now. They also are winterizing the air conditioning unit at the Guthrie County Courthouse, and working on cleaning up the boilers. Sheriff Marty Arganbright, Guthrie County Sheriff, spoke with Thompson about the need for better air circulation in the Guthrie County Jail bullpen because of the showers. At some point, the old air supply and return were abandoned, but Thompson was able to locate the intact ductwork. He got the supply air working and alleviated some of the issues. Thompson is working with Sheriff to determine the current needs. Rutledge inquired about the tree trimming. Thompson confirmed contractor trimmed some trees yesterday. The trimming will create a clear line of site to the Guthrie County Veterans' Memorials. Thompson will discuss possible locations for the security cameras later. Contractor should finish trimming trees tomorrow. Rutledge inquired about the Grounds Use Policy. Thompson is working on it and acknowledged the need to implement it at some point. Supervisors briefly discussed office relocations within Courthouse.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Final Plan for Project STBG-SWAP-C039(92)--FG-39 Monteith Road. Sebern passed around the Final Plans. The estimated cost is \$2,960,000. The County will receive \$1,100,000 of federal funding through the Federal Transportation Program. The remaining \$1,800,000 will be Farm to Market funds. The County will not provide any local funding. The federal funds will be administered by the State of Iowa through the SWAP program. SRD designed the project and drafted the plans. The next step is Supervisors approving the Final Plans, so Iowa Department of Transportation (IDOT) can let it. Motion by Rutledge second by Carney to approve the Final Plan for Project STBG-SWAP-C039(92)--FG-39 Monteith Road. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a SRD update. Sebern advised SRD is issuing a great deal of utility permits, and there are numerous power lines being installed in the County. Sebern got quotes for the Tax Increment Financing (TIF) bridge repairs. He will finalize the costs and present the information to Supervisors at a later date. Murphy Heavy Contracting is looking for winter work, so it quoted a bridge. It is a precast double "T" with rotten timber pilings. The plan is to install a metal structure underneath it. Gus Construction Company is working on the box for Victory 237. The completion date was extended due to weather and to allow Gus time to complete the Highway project before school started this year. Lloyd verified Gus is doing the dirt work now. Sebern explained Gus can enclose the area and cure the box with heat during the Winter. Sebern advised the appeal deadline passed and the Teamsters Local Union No. 238 did not appeal the decertification vote. Therefore, the Union is dissolved, effective ten (10) days from filing of the Notice. SRD will adhere to the Guthrie County Personnel Policy now. Sebern stated he proceeded with the gravel quotes since it is all locked up. Hallett Material will produce gravel in February 2019. SRD is working on the designs for Thompson 61 (310th Road). It is targeted for federal replacement through the SWAP Program. Sebern will submit the large bridge package for a grant. The Menlo Exit bridge (Redwood Road) was selected too. If the State awards the grant, the County will receive a portion of the grant funds. SRD will design the project. The preliminary design is complete and submitted for permits. SRD is trying to improve the ride quality on Thompson 61. Lloyd inquired about the "Schwartz" bridge (Kopeck Avenue). Sebern stated he anticipates replacing it with a box culvert. SRD will design it this Winter. Sebern briefly discussed previous projects. Carney expressed his pleasure about Sebern replacing many of the bridges with box culverts. Sebern pointed out the small bridges are converted to metal tubes. Sebern advised he also is looking at another bridge over Beaver Creek on a dead-end road. It has bad pilings with split stringers, and he is unsure how to address it. Sebern thinks it is too big for a low water crossing. He will research the price options. Beaver Creek is wild and washed out abutments in the past. Sebern thinks the County still owns the right-of-way, but here is no semblance of a road in the middle. The low water crossing from the South is holding at this time. An

additional 800 acres drain to the north Poplar Crossing. The bridge is rated and has a steel beam center section with additions to the ends. The abutments washed out in the 2008 Flood, so Murphy repaired it. Sebern thinks there is some row crop near it. Rutledge inquired about the weight rating. Sebern stated it is more than ten (10) ton. He will speak with Murphy about creating a replacement. The center span is forty feet (40') and the approaches are twenty-four feet (24') apiece. Sebern acknowledges the TIF allowed SRD to repair many bridges. It also helps when there are local contractors available to do the work. Sebern advised SRD must purchase a new Plotter. The current Plotter does not work and was a "hand me down" from the Guthrie County Assessor's Office. The Assessor's Office could print to it. Sebern stated SRD will bear the cost to replace it and estimated the price will be at least \$10,000. He is researching options like additional width and scanning capabilities. Sebern has a \$150,000 estimate from Irlemer Construction to gut and renovate SRD's Administrative Office. It includes electrical and some plumbing. Sebern is reworking the floor plan.

Sheriff Marty Arganbright, Guthrie County Sheriff, and Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, joined the meeting to present the Guthrie County Jail Needs Assessment. Chief Deputy Jeremy Bennett, Deputy Michael Herbert, Deputy Jesse Swensen and Thompson were also present for the discussion. Lewis provided a handout with information about Phase One (1). He advised he toured the Jail and Courthouse a couple of weeks ago. The presentation covers his initial findings. Over the last several months, Lewis collected data and information regarding inmate populations, operational costs, etcetera. He prepared the initial report which summarizes the information. The final, written report will have more details. Lewis explained the goals for the analysis. He compared inmate populations to jail standards. He also researched the space needs to address current conditions and evaluated site options. Finally, he addressed the operational costs as well as the life cycle. Lewis pointed out he included an option to do nothing. In Lewis' opinion, the solutions bring the best value and tie into tax payer expectations. He went through the cycle multiple times with the Sheriff's Department. The overall goals include: 1) safe working conditions; 2) increased classification capabilities and decreased liability risk; 3) increased public safety and improved operational effectiveness, if attached to Courthouse; 4) flexibility for long term growth; and 5) operational as well as facility life cycle costs. Lewis recommends five (5) classifications in lieu of the eight (8) set forth in Iowa Code Chapter 50. The Inmate Population Projections cover thirty (30) years but are most accurate up to twenty (20) years. Sheriff pointed out his primary goals are safe working conditions and public safety. Lewis stated the staff facilities are a huge component of the project. He considered crime rates as well as the types of offenders and compared the County to other Counties of similar size in the State. He also considered the average age of the County residents as well as the implications if the County population declines or remains the same. Since the County has an older population, residents are less likely to commit a crime. If the County experiences zero (0) growth, the Jail will need nineteen to twenty (19-20) beds. Lewis projects there will not be significant population growth. If there is a slight growth, the bed count will increase to twenty-one (21) beds. He also included additional beds to account for the peaking factors. In fact, the current Jail should have sixteen (16) beds to address peak times, but it only has ten (10). Lewis discussed the Inmate Population Projections Comparison table. Lewis emphasized the current facility is not compliant with the Iowa Core Jail Standards. He is unsure how long the State of Iowa Jail Inspector will allow the Jail to continue without significant changes. Lewis pointed out the Inspector closed the Warren County Jail after citizens did not pass a bond referendum. At the very least, the Jail must have adequate staff and meet the minimum cell size. Lewis based the projected size on the Jail Standards. He advised the American Correctional Association (ACA) standards only apply if the facility holds federal prisoners. Lewis explained the Prison Rape Elimination Act (PREA) requires the separation of certain inmates for safety. Lewis also stated the 2012 International Building Code will apply to the facility. In addition, if County opts to reuse the current space the Courthouse must comply with the 2012 Building Code too. Lewis talked about addressing the minimum requirements. He recommends a twenty-four bed facility expandable to thirty-two (32) beds with a second bunk. The gross square feet will be 14,600 based on the number of beds. The Administrative area will cover 2,100 square feet and the Public Reception space will be 750 square feet. The calculations assume 406 square feet per inmate. Lewis studied four (4) options. Option One (1) is a new law enforcement center addition and jail. Option Two (2) is a new jail addition with a reduced footprint due to renovating the ground floor of Courthouse for the law enforcement center. This option anticipates a new Guthrie County Communication Center, so the dispatchers can help monitor inmates. Option Three (3) is building a new facility at a new site and requires at least two (2) acres of land. Since the facility will be detached from the Courthouse, it will require more staff to transport inmates to court proceedings. Option Four (4) is the "do nothing" or "holding only" scenario. It requires Guthrie County to house inmates in other county jails and use the current facility to hold inmates just during court proceedings. Lewis estimates it will cost sixty dollars per day (\$60/day) to house

inmates in other Counties. Lewis explained sixty-two percent (62%) of the cost associated with Option 1 is staffing the facility. Sheriff will need to hire three (3) additional staff over the life of the facility to accommodate the design. The initial start requires ten (10) full-time equivalents. It also means a potential reassignment of duties. Lewis explained the co-location of the Jail and Communication Center helps with monitoring plus it enables dispatchers to call for additional support when there is a need. If the County selects Option 4, forty-nine percent (49%) of the cost is transporting inmates to other locations. The operational savings associated with Option 1 compared to Option 4 is \$1,980,000 over thirty (30) years. It factors in a two percent (2%) cost increase. If County opts to move forward with a facility today, it will recover the cost in ten (10) years and the new facility will be more economical each year thereafter. If the County selects Option 4, Sheriff will not need to hire any staff, but he will need to convert the existing staff to transporters. Therefore, Option 4 impacts public safety because staff are not available to perform public safety duties. Sheriff pointed out it already impacts public safety. In addition, Sheriff will need to evaluate his staffing in the future. The operational savings will grow if Sheriff has to add staff to transport inmates. Lewis discussed the options and presented the Cost Opinion. He recommends Option 1 at a cost of \$7,225,000. Option 2 will cost \$7,365,000 because the County must bring the Courthouse into compliance with Americans with Disabilities Act (ADA). Lewis may change his recommendation, if Supervisors want to do this anyway. Option 2 requires ADA compliant toilets and will use the Administrative space on the ground floor. Lewis advised it will cost approximately \$96,000 to add fire sprinklers to the Courthouse, but he cautioned he still is evaluating it. The difference between Option 1 and Option 2 is \$140,000. Furthermore, these options do not require staffing changes. Lewis acknowledged Option 3 is \$375,000 less expensive than Option 1; however, it will cost an additional \$120,000 to transport inmates and address Courthouse security. Lewis anticipates Sheriff will need to hire two (2) staff. It only will take a touch over three (3) years to recoup the \$375,000, but it always will cost the additional \$120,000 each year. Option 4 will cost roughly \$2,000,000 to send inmates to other Counties. Lewis based the Cost Opinion on a range of costs. It may deviate plus or minus five percent (5%). His goal is to hit the mid-range. If the plan includes more dormitory space than individual cells, it may bring down the cost. The next step is to program the building. Lewis will provide the detailed cost sheets in the Final Report. Thompson inquired about the greenfield site. Lewis advised site evaluation and location is part of Phase Two (2) in the overall process. He will analyze two to three (2-3) sites. Lewis based the Option 3 costs on past history, so he is confident with his estimate. Carney asked if Options 3 and 4 include transportation costs like vehicles. Lewis advised these costs are broken out and included in both Options. The Final Report will contain a breakdown of the costs. Carney also inquired about making the Courthouse ADA compliant. In his opinion, it is not a bad option and the reality is Supervisors must address it. Lewis replied the initial costs are more expensive, so he does not recommend it without further discussions. Even though the difference is \$140,000, it may be worth the time. In particular, it will include \$200,000 for toilet upgrades plus \$140,000 for accessibility changes to the courtroom as well as other miscellaneous expenses including the \$96,000 for a fire sprinkler system. Lloyd questioned how much of the current jail is reusable. Lewis plans to convert it to administrative space. Carney asked if Option 2 allows for future expansion. Lewis replied the existing space will be used for administrative purposes, so there will be more room to add-on. Lewis discussed the detailed costs for Options 2 and 3. He compared the costs associated with a new space versus a renovation. All the costs have a fifteen percent (15%) contingency to inflate the costs since construction cost escalate at a rate of five percent (5%) each year. Lewis can provide more specific numbers, if there is a defined schedule. The current costs are predicated on bidding the project in Winter 2019. Therefore, the costs assume the project will move forward within one (1) year. Lewis stated he scanned in the current drawings/schematics for the Courthouse and study same. He has not done any specific drawings regarding ADA accommodations. Dickson inquired about how much of the ground floor Lewis anticipates will be renovated for Option 2. Lewis replied 2,850 square feet or two-thirds of the space will be part of the renovation. He does not anticipate using the entire floor. In addition, he needs to lay out which portion will provide the best use. Lewis stated he did walk through the whole floor. The Option is a concept at this point, so he still needs to do a physical layout. Dickson suggested Lewis investigate an option which utilizes the entire ground floor. Lewis advised he can adjust the costs to see what changes. Lewis admitted he is unsure of the total square footage. He also confirmed Supervisors are willing to relocate the offices on the ground floor. Dickson emphasized he wants to consider using the whole ground floor. In Lewis' opinion, a design concept will help Supervisors understand the Options. Dickson's preference is to renovate the ground floor, if it will cost less than \$7,220,000. Lewis pointed out the staffing efficiency depends on certain staff being able to monitor the jail. Renovating the ground floor and forcing the project into the existing space may not be as efficient or staff friendly as other Options. Thompson acknowledge he received inquiries about using the whole area; however, he pointed out it may not be as efficient because of load bearing walls. In short, it may require more staff to monitor the jail. County may need to build a separate jail, so it does not force the jail into a space

which does not function well. Lewis pointed out the current jail has sight line issues and is not staffed efficiently per the Jail Standards. Carney inquired about the classification and separation requirements. Lewis advised there will be two (2) units of two (2) for men and women. The eight (8) beds are two (2) units of four (4), so a unit can house male or female inmates. Sheriff confirmed the Jail houses more females now. The Segregation Unit also can be used to house inmates, so it adds to the flexibility. Thompson inquired about the future expansion options. Lewis advised if he reaches the point in the process when he looks at those options, he will lay out the beds in half of the control point. Then the County just needs add onto the side and keep the one (1) control point to serve all future needs. The current contract limits his ability to get into layouts. County must decide which options it wants to explore in the future. Thompson asked when the committee factors into the process. Lewis advised there are two (2) types of committees. An Advisory Committee to help select the best option and a Public Relations Committee to help promote the direction of the project. Supervisors, Sheriff and other key staff are evaluating the Options now. Thompson pointed out citizens have asked about the committee. Carney inquired about a sally port. Lewis stated all the Options include it. The sally port is part of the 2,800 square feet set aside for Intake/Release/Evidence/Medical. He also asked about accessing the north side of the property from the west. Based on the site configuration, Lewis anticipates he will carve out a space along the side to the north. Thompson expressed concerns about the utilities and asked if Lewis took this into account. Thompson advised the utilities are located close to the proposed area. Thompson emphasized he does not want the Courthouse shut down because of a utility breach during construction. Lewis advised \$400,000 is factored into the cost for relocation of utilities. In fact, a new system may be installed, so County can abandon old utilities. Rutledge inquired if Lewis spoke with the utility providers to see if it is even possible to relocate all the utilities. Lewis is confident it can be done based on past experience. He bases all his information on experience and findings. Lewis plans to refine the information as the project moves down the road, and he will provide greater detail. At this time, he is confident with the costs and detail included in the Initial Report. Lewis also thinks he can bring down the cost as he refines the project. Dickson questioned what the County receives during Phase One (1). Lewis advised the County did not engage Shive to do the floor plans and scenarios. The County will get a detailed Final Report. Dickson does not think Lewis provided the option he wants to see in the Needs Assessment. Lewis advised he is willing to work another option. Dickson wants an option which addresses only the renovation of the ground floor without an addition. He realizes it will not include twenty-four (24) beds. In particular, Dickson wants to know how much it will cost for the option. Thompson inquired if the addition will have a stand-alone physical plant. Lewis confirmed it will be stand-alone with its own generator. Lloyd stated he thought the Options would address the opposite end of the Courthouse to utilize the existing space. Lewis pointed out the logic is to keep the existing Jail operational while the contractor builds the new facility. Otherwise, the jail cannot remain operational. Thompson asked about including the parking lot in the Options since he anticipates the addition will change the grade. Thompson advised there is not good drainage. Lewis replied he only was charged to look at the Jail, but he can look at other things. Thompson was curious about how Lewis intended to tie into the existing footprint, so there are no drainage issues. He foresees concerns with drainage. Dickson asked about the footprint for the addition. Lewis advised it is a two (2) story structure with a connection to access the Courthouse. The footprint is approximately 8,000 to 9,000 square feet. Lewis stated he hopes the initial report is helpful, and he is looking for feedback. He will take Dickson's inquiry about another option as direction and work through it. He will report back in no more than three (3) weeks probably. Carney also wants the renovation only option, so he can compare it to the other Options. Lewis advised he will do an overlay on the existing drawings. Sheriff likes all the Options. He pointed out the Deputies may not be able to continue using the stairs to bring arrestees into the jail. He also commented the Heating, Ventilation and Air Conditioning (HVAC) is a mess downstairs. Sheriff will defer to Thompson about utilizing the custodial space and agrees the plan should utilize the space, if possible. Sheriff confirmed the renovation will trigger the need to make the Courthouse compliant with the 2012 Building Code. Carney stated people have asked why Supervisors have not already done it. Thompson pointed out the public restroom became ADA compliant five (5) years ago. Everyone agrees there need to be restrooms on the main level. Supervisors requested Lewis work the renovation option. Supervisors briefly discussed all the Options.

Sheriff did not provide a Guthrie County Sheriff's Department update.

Auditor presented the 2018 Applications for Family Farm Tax Credit in Guthrie County. Nikki Carrick, Guthrie County Assessor, recommended Supervisors approve all the Applications. Supervisors reviewed the Applications as well as Assessor's Letter. Supervisors had questions about some of the Applications, so they opted to table the matter until Supervisors can speak with Assessor. Motion by Dickson second by Carney to table approval or denial of 2018

Applications for Family Farm Tax Credit until Assessor can attend a regular meeting and answer any questions. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor passed around the letter from Chris Carlson, Credit Analyst, Guthrie County State Bank, regarding the principal and interest payment due on 1 December 2018 for the Guthrie County Urban Renewal General Obligation Bond. Said bond secures the Wind Farm Tax Increment Financing (TIF). According to Carney, this is the fourth (4th) year of the TIF, so there is still two (2) more years before it will generate the full revenue. He also advised the interest rate will increase next spring. Motion by Carney second by Rutledge to authorize the Auditor to make a principal payment in the amount of \$,000 and an interest payment in the amount of \$107,387.64 to the Guthrie County State Bank for the Guthrie County Urban Renewal General Obligation Bond on or before 1 December 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no additional discussion about any county projects.

Motion by Lloyd second by Dickson to approve the Minutes from 6 November 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors canvassed the General Election held on 6 November 2018. None of the public opted to attend the canvass. Danielle Fink, Deputy Auditor, conducted the canvass. Auditor canvassed the Guthrie County Hospital Board race. Fink reported overall the election went well. She assured Supervisors none of the voters were turned away in Purple or Blue Precinct even though these Precincts ran out of certain paper ballots styles. Voters still could vote on the Freedom Vote Tabulates (FVT's) which generate voted ballots. Fink took two (2) additional FVT's to Purple Precinct in an effort to counteract the long lines. The voter turnout was sixty-seven percent (67%) of the total registered voters in the County with 5,057 ballots cast. Fink received positive feedback from the poll workers about the new Precinct Atlas system.

There being no further business to come before the Board at this time, the Board adjourned at 1:10 p.m. until its regularly scheduled meeting on Tuesday, 20 November 2018. Motion by Carney second by Rutledge. Motion carried on a vote: Ayes: 4 Nays: 0.

Thomas D. Rutledge, Vice-Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

20 November 2018

The Guthrie County Board of Supervisors met this 20th day of November, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Tom Rutledge. Jack Lloyd was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Dickson to approve the Agenda for 20 November 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss the use of Wind Farm Tax Increment Financing (TIF) funds for repairs to Bear Grove 210 and Victory 241 bridges. The structures are concrete double "T" superstructures mounted on timber pilings; however, the timber is rotten. Sebern proposes removing the superstructure and placing it on a new steel structure. The estimated cost is \$110,000 per structure. The Bear Grove bridge is approximately thirty-eight feet (38'), and the Victory bridge is approximately thirty-three feet (33'). Murphy Heavy

Contracting quoted \$70,000 in labor and \$38,000-\$40,000 in materials for both bridges. The new pilings will be steel with galvanized sheets. Carney verified Sebern does not have to bid the repairs. Sebern explained there is no bid threshold on repairs. Sebern is one hundred percent (100%) comfortable with the figures. Dickson verified County does not need to purchase right-of-way. Motion by Carney second by Dickson to approve the use of Wind Farm Tax Increment Financing (TIF) funds for repairs to Bear Grove 210 and Victory 241 bridges. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a Guthrie County Secondary Roads Department (SRD) update. Brandon Thompson, Guthrie County Facilities Manager, also was present for the update. Sebern stated he continues to develop a plan for remodeling the Administrative Offices. He talked about utilizing the old Environment Health (EH) space as a temporary location during the remodel. He continues to develop possible layouts. Sebern received a soft quote from a contractor for \$150,000. The company helping him with possible layouts estimated the cost will be \$250,000-\$300,000. Sebern does not think the project will be quite that expensive, but he wants to be open and upfront with Supervisors. He thinks the soft quote is pretty solid. Dickson inquired about the tentative plans. Sebern stated he wants to completely gut the office space because the current floor plan is not user friendly. The breakroom is not big enough to conduct training or meetings. The existing windows leak and are not energy efficient. There is mildew growing on the windows. When the wind is out of the Northwest, it is cold in the building, and when it shifts to that direction, it gets cold immediately. Sebern pointed out the remodel includes new electrical and Heating, Ventilation and Air Conditioning (HVAC). Currently, there are extension cords in the walls in lieu of traditional wiring, so new wiring needs to be installed in the space. Sebern also wants to grind and polish the concrete floor. Grasty inquired about grinding the floors. Sebern stated the garage coat finish is wore in several areas. In addition, it is the old shop floor which is uneven and cracked in spots. The original project was done in-house and served its purpose in Sebern's opinion. Furthermore, it utilized low budget supplies. Sebern is not purposing high-end features. He just wants functional quality. Grasty asked if Sebern plans to do any of the current project in-house. Sebern stated he will contract for the construction work, but SRD can do the demolition of the current facility. Since Thompson is extremely busy, he will hire a contractor to do the project. Sebern discussed the logistics of moving SRD to a temporary location. He spoke with Guthrie Center Communications (GCC) about relocating the phone service, but he is not going to forward the mail. Sebern hopes the project will take only two to three (2-3) months. Dickson inquired about the space needed for the relocation. Sebern stated the old EH space will be sufficient. Sebern advised he wanted to incorporate a conference room into the remodel but subsequently decided not to do it. At this time, he is unsure of the total square footage. Dickson questioned the cost of the remodel. He suggested erecting a new building and then using the old space as parts storage. Grasty inquired why Sebern decided not to include a conference room. Sebern stated he opted to build bigger offices and a larger multi-purpose room in lieu of a conference room. SRD can use the multi-purpose room as a conference room too. Sebern is confident SRD can utilize the existing space because the overall shell is solid. Dickson commented SRD should meet all its needs for the cost. In his opinion, SRD can construct a Wick Building with ten feet (10') side walls for that price. Grasty and Rutledge suggested adding on a small addition to gain the desired space. Sebern pointed out a new building or an addition requires a new concrete pad and possibly additional foundations. In Grasty's opinion, Sebern needs to do it right, if he is going to spend the money. Rutledge suggested gutting the current structure to get a true understanding of the actual situation. Sebern advised the current space is forty feet by sixty feet (40'x60'), but it is not used efficiently. Carney inquired if it is possible to extend the remodel ten feet (10') into the shop to create enough space for a conference room. Sebern reiterated the conference room is unnecessary because the larger multipurpose room will meet SRD's needs. Dickson wants Sebern to investigate all the possible options. Rutledge asked about the old wash bay area. Sebern stated it is heated, so SRD parks the loader in it. In Sebern's opinion, there is enough space in the existing shell. He just needs to rework it. The plan is to gut the space out to the exterior steel and re-insulate it. Dickson does not think a new 40'x60' building will cost more than the remodel. In Sebern's opinion, the interior finish costs in a new building will increase the price dramatically. Carney asked if there is a loft over the current office, and Sebern replied there is no usable space above it. Rutledge reiterated his suggestion about gutting the interior to determine the exact situation. He pointed out the contractor will be able to quote a more factual price because the contractor will not be guessing about the unknown. Grasty confirmed Sebern does not plan to move the bathrooms. Sebern stated he may relocate the kitchen area, but the bathrooms will remain in the same general location. He acknowledged the contractor may have to saw the concrete to relocate some services. Sebern advised he is pushing forward with the project because there is space available for SRD to move into right now. Rutledge suggested renting a trailer, so SRD can remain on site. Sebern advised Randy Clipperton, SRD Supervisor, and Steve Stringham, Integrated Roadside Vegetative

Management (IRVM) Supervisor, will remain at the current location. Rutledge expressed concerns about moving five (5) people to the Guthrie County Courthouse. Furthermore, he does not think the project can be completed in two to three (2-3) months. Carney inquired if Thompson planned to do any of the remodel. Thompson stated he spoke with Sebern about it. He also pointed out certain rooms need to be shuffled at the Courthouse first. Thompson agrees it is a good idea to gut the area to determine the extent of the situation. Rutledge estimates it will take a month for bidding and pre-planning, so SRD may be displaced for a total of four (4) months. Sebern agrees it will take a month for bids. Sebern will prepare a floor plan and bid specifications. The project must go to bid since the total cost will be exceed the bid threshold. Sebern wants to remain in the building until it is time to gut it. Carney verified SRD can do the demolition to save money. Rutledge pointed out SRD will not be cutting trees, if they gut the building. Sebern advised there is a price incentive for a contractor because it is inside work during winter. Therefore, multiple contractors may bid the project. Grasty asked when Sebern plans to do the project. Sebern stated he wants ample time to do it right. Grasty wants the bid period to be longer than a week. Carney verified the goal is to expand Glenda Edward's, SRD Office Manager, space and create an office for Ethan Shetler, Engineering Technician. Sebern stated the entire area also could be arranged better. He wants seven (7) offices total. Grasty inquired if Sebern considered future growth. Sebern foresees the need to expand the Maintenance facilities, but does not foresee a need for more stand-alone offices. Since the Maintenance Staff are in the field most of time, they only need one (1) office. He also does not foresee a need to expand the Administrative Staff. Carney asked about Edwards needing additional help. Sebern stated it is still a possibility, but it will not be a fulltime position. In a perfect world, someone needs to be trained and ready to take over when Edwards retires. Carney verified Edwards needs a bigger office, so there is room for a second desk. Sebern will ask the Adair County Secondary Roads Department what it cost to construct its new building. Sebern reiterated he wants polished concrete floors because it will be good flooring. He considered other options, but it needs to be durable and easy to clean. Rutledge verified the old EH space is large enough for SRD. Sebern admitted it will be tight, but SRD can make it work temporarily. Rutledge inquired about parking at the Courthouse. Sebern stated SRD staff can park on the street. Rutledge reiterated he wants Sebern to explore the cost of renting an office pod because it may be cheaper. In Rutledge's opinion, it is a viable option. Carney asked Thompson what it will cost to shuffle rooms. Thompson replied the question should focus on time and not the cost. Carney inquired when SRD plans to move out of the existing space. Sebern thinks it probably will be at least a month before the project goes to bid. Therefore, it may be a couple months before SRD moves to the Courthouse. He should have a plan by the end of November and go to bid by January 2019. This means construction will be during the February to April timeframe. Sebern advised SRD has room in the budget because he only spent \$100,000 for the doors in the Cold Storage Building. The balance will need to come from the reserves. Sebern admitted just because the timing works for a temporary location does not mean it is the right option. Sebern will look into pod costs as well as the cost of Adair County's building. Once he collects all the information, he will discuss it with Supervisors again. Dickson verified Sebern has a layout, and the plan calls for sheetrock walls. Sebern stated he almost has all the necessary information for a Request for Proposal (RFP). In fact, he is reworking the floor plan now. Dickson verified the RFP includes the specifications to complete the entire project. Sebern stated he may have the RFP ready sooner, so it could go to bid in the next couple of weeks. Carney thinks Sebern should have the bids before Christmas. Carney inquired if the entire building is the same height and Sebern answered "No". Carney asked if SRD needs more storage in the administrative portion. Sebern reminded Supervisors, there is plenty of storage space in the new Cold Storage Building. Carney inquired about more space in the Shop. Sebern replied the Shop is tight, but it works and he is not proposing a new Shop. Furthermore, the Cold Storage Building provides additional shop space too. Carney suggested exploring a new building with office space as well as a Shop. Carney stated it is his understanding the inside will cost double that of the outside when the building has sixteen foot (16') walls. Dickson and Carney think ten foot (10') walls are sufficient. Grasty wants Sebern to investigate options and report back to Supervisors. Sebern advised SRD is testing skid steers with forestry heads. The Caterpillar (CAT) is being used south of the Guthrie County Landfill. It is a solid machine. Star Equipment brought a Takeuchi with a Bradford head. John Deere does not have a head. SRD may put a head on the John Deere to test it. The cost for the skid steer and head will be \$115,000 to \$130,000. SRD has a \$15,000 grant. Dickson verified the skid steer is 100 horsepower (hp) with forty gallon per minute (40 gal/min) hydraulics. Sebern advised it will have hydraulic cooling guards. The test model has rubber tracks, but he thinks SRD will get a more aggressive track because the machines are slipping and sliding around. The skid steers have a great deal of power. Thompson tested the machines too. In their opinion, it is a very effective machine. Thompson pointed out SRD and the Guthrie County Transfer Station could share attachments. Carney verified there is \$100,000 in the budget and the balance can come from the reserves. Sebern advised if he takes money from the reserves for gravel plus the skid steer and head, he still will exceed the equipment line item by approximate \$75,000. If he takes \$200,000

from the reserve, the balance will remain over \$2,000,000. If he takes all the funding for the gravel from the reserves, it may drop the reserves to \$1,500,000. Grasty verified the gravel costs will be split over two (2) years. Supervisors briefly talked about clearing the cedar trees. JD Kuster asked about spraying the roots. Sebern thinks IRVM will need to spray the trees which return in a couple of years.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to discuss the Transfer Station Safety Training Policies. Thompson was present too. Dickson stated he wants Arber to fix some of the language. Arber assured Supervisors he will refine the language. Rutledge questioned the section about not swinging attachments or a load over other vehicles or objects. Arber stated he will change the language, so it permits staff to swing attachments over designated equipment only. Supervisors did not have any additional changes. Arber advised the Policies may be changed and/or updated, as needed, in the future. Motion by Dickson second by Rutledge to approve the Guthrie County Transfer Station Safety Training Policies subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Arber also provide a TS update. The Recycling Truck is out of service due to electrical issues. It is at O'Halloran International for a repair estimate. Thompson advised it will not start if the temperature is below fifty degrees (50°). When it starts, it will load up terribly. Since the truck has issues, Thompson got it checked with a code reader. The reader reported multiple injector and wiring harness issues. In Rutledge's opinion, the truck is a money pit because County spent approximately \$17,000 to overhaul the motor in 2016. Arber advised he is investigating other options and researching a new truck. In his opinion, a pickup truck with a trailer may be the best option. He suggested a Power Takeoff (PTO) lift trail pulled by a three-quarter (¾) ton truck. According to Arber, the loaded recycling bins only weigh 13,000-15,000 pounds. He also thinks TS can share a truck with Guthrie County Environmental Health Department. The estimated cost for the trailer is \$12,000. Arber currently is writing grants and can shift a grant for the trailer. An additional perk is the operator does not need a Commercial Driver License (CDL). The current truck is a 2004 model. In Thompson's opinion, the wheelbase is too long for the load. Furthermore, the truck could be shorter to fit in the unloading area. Thompson stated he wants a gasoline truck because it is easier to start and service. Ford and Dodge make a V10 and V8 respectively. Arber stated TS could switch to smaller recycling bins too. He pointed out other counties use trailers. In addition, manufacturers make trailers which are meant to be parked in the Cities and pulled to TS. Thompson expressed concerns about unloading these trailers during the winter. He advised the jib on the hook of the Recycling Truck is shot too. The two (2) massive cylinders are bent. Rutledge suggested Arber consider contracting with a recycler. Arber advised custom hauling is not cheap. The current rate is \$150 per load. Arber assured Supervisors he is investigating all the options. He will patch the truck for now to buy some time. Rutledge inquired about dumping the self-contained trailers. Thompson stated he is unsure about the process. Arber stated the trailers have a dump lift. Thompson pointed out each trailer will have its own system which requires maintenance. Arber wants to research how other Counties collect recycling. It is his understanding Carroll and Shelby Counties dump more garbage. Thompson stated he wants to see a demonstration of the trailers.

Robert Ammann, Nutrition Director, Elderbridge Agency on Aging, joined the meeting to present the Elderbridge Agency on Aging Annual Report – 2018. Ammann advised he manages the Nutrition and Evidence Base Wellness Programs. He handed out the Annual Report as well as the Fiscal Year (FY) 2019-2020 Matching Fund Request. The Annual Report provides comparisons to other Counties. The separate sheet pertains directly to Guthrie County. In FY2018, the total of services provided for the County was \$170,926. Elderbridge provides some of the services directly. Other services it buys or contracts with local entities. Elderbridge works with Guthrie County Public Health, Guthrie County Hospital, Iowa Legal Aid, Panora Congregate Meals, and Tri Center Association. Ammann explained Tri Center is a stand-alone, non-profit organization which specifically administers the meal program in the City of Stuart. It also provides some meals in the City of Panora. Elderbridge also contracts with Panora Congregate Meals to provide meals in Panora. Ammann explained the funding request is based on the 2010 census of the population aged sixty plus (60+) which is 2,867 people. In FY2018, County contributed \$8,171. This contribution compared to Elderbridge's cost of services for FY 2018, \$170,926, results in a 2,092 percent (%) return on the County's investment. The cost of service per senior for FY2018 was fifty-nine dollars and sixty-two cents (\$59.62). Elderbridge provided twenty dollars and ninety-two cents (\$20.92) of services to seniors in the County for every dollar (\$1) of County Funds received by Elderbridge. The FY2020 County matching funds request is \$8,314 or two dollars and ninety cents per Senior (\$2.90/Senior). Ammann stated Elderbridge appreciates the County's support via the Matching Fund Request. He pointed out the other funding sources set forth in the Annual Report. Ammann explained Elderbridge relies on

County Funds because these funds provide more flexibility. Many of the funds are siloed, so Elderbridge cannot move these funds around to cover other expenditures. The local money may be moved to other programs to fund needed services. Carney inquired if Elderbridge gained people. Ammann replied most places are losing people, but some areas are gaining population. In fact, more service units are dropping because people are moving to larger cities from the rural areas. Ammann stated there is a generational divide. Many older people use the services while younger, newly retired people are not using services yet. Unfortunately, as units drop, the costs do not drop proportionately because of the fixed costs. Grasty verified Elderbridge is requesting an additional \$143 more than last year. Ammann advised Elderbridge usually increases the request by five cents (\$.05) each year. He emphasized the Elderbridge Board of Directors is cognizant of the County's constraints. Grasty commented Elderbridge is a "God send" to some people. Ammann advised a big part of Elderbridge's mission is to keep people independent and in their homes. Ammann pointed out assisted living facilities are killing Elderbridge's programs; however, the goal is the same - to ensure the care of the elderly population. Motion by Dickson second by Rutledge to approve Elderbridge Agency on Aging's Fiscal Year 2019-2020 matching fund request of \$8,314. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor provided the 1st Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2018 – June 2019. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$1,152.71. The State will reimburse Guthrie County for \$288.18 (twenty-five percent (25%)), and the County will match the remaining \$864.53 (seventy-five percent (75%)). Auditor normally presents the report for approval prior to submitting it to the Iowa Grants.gov website; however, Jenkins emailed the report on 13 November 2018 and it was due on 15 November 2018. Motion by Rutledge second by Carney to approve the 1st Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2018 – June 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Guthrie County Fiscal Year 2017-2018 Annual Financial Report (AFR). Auditor stated she shifted several funds from the Special Revenue columns to the General Other column as requested by the State Auditor. The AFR also accounts for the cash on hand in the Partial Self-Fund (PSF) account. The AFR Summary will be published in the official newspapers on Thursday, 29 November 2018. Motion by Rutledge second by Carney to approve the Guthrie County Fiscal Year 2017-2018 Annual Financial Report. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor advised she prepared the Annual Urban Renewal Report, Fiscal Year 2017-2018 on the website; however, this morning she discovered the report did not save. Therefore, she needs to enter the information again. Motion by Rutledge second by Carney to table approval of the Annual Urban Renewal Report, Fiscal Year 2017-2018 until the next regular meeting on Tuesday, 27 November 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor submitted the County Tax Increment Financing (TIF) Indebtedness Certification Form – 2018 for Guthrie County. The County certified \$1,350,000 of urban renewal area indebtedness not previously certified for calendar year 2018 in the Wind Farm Tax Increment Finance (TIF) Urban Renewal Area (Urban Renewal Area Number 39019). Motion by Carney second by Dickson to approve and sign the County Tax Increment Financing (TIF) Indebtedness Certification Form – 2018 for Guthrie County. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no discussion about any county projects.

Motion by Carney second by Dickson to approve the Minutes from 13 November 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 7 November 2018 – 20 November 2018 in the amount of \$708,811.33. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 21 October 2018 – 3 November 2018 as well as the County and Assessor Payroll Reports for 27 October 2018 – 9 November 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:59 a.m. until its regularly scheduled meeting on Tuesday, 27 November 2018. Motion by Carney second by Rutledge. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

27 November 2018

The Guthrie County Board of Supervisors met this 27th day of November, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 27 November 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the November 2018 Information Technology (IT) Report. Garland reported an increase in email activity this month. He thought GCC implemented a process to reduce the number of issues; however, there still was an increase from six (6) antivirus issues in October to twenty-three (23) in November. He referenced the list of blocked email address and talked about forged email addresses sent through a fraudulent domain. Garland explained GCC cannot block all “.com” addresses because there are legitimate reasons for this type of address. He pointed out GCC has provided cybersecurity in the training in the past, but the County employees need a refresher to educate people about the new social engineering aspects. Garland advised there was a significant change in the desktop versus mobile statistics for the website. In the past, the division was two-thirds (2/3) desktop and one-third (1/3) mobile, but this month it was almost fifty-fifty (50/50). Carney suggested the increase was due to the election. In particular, people checking results from their cell phones. Carney also inquired if Garland foresees any major changes within the next twelve (12) months which will impact the budgeting process. Garland pointed GCC budgeted for a County wide Voice Over Internet Protocol (VOIP) system in Year Three (3); however, there may be a need to activate part of it in the near future. This will enable some of the Departments which are experiencing issues to utilize it. Garland stated a Session Border Control (SBC) must be installed for all the VOIP phones. Then, Departments can acquire handsets and migrate to the system, as needed. GCC could install the SBC now and begin growing the new VOIP system.

Nikki Carrick, Guthrie County Assessor, presented the 2018 Applications for Family Farm Tax Credit in Guthrie County. Assessor acknowledged she missed an error on one (1) Application. Dickson expressed concerns about a couple of the Applications not previously being filled out completely. Supervisors inquired about the Iowa Code Sections pertaining to the Family Farm Credit. Assessor explained there is a great deal of detail in the Code. In the past, if the Applicant marked sole proprietor and did not list a designated person or check the box indicating there was a lease or cash rent agreement, the Assessor’s Office assumed the Applicant farmed the land. Furthermore, Supervisors traditionally approved those types of applications. Supervisors pointed out there was an applicant who checked the lease box but did not provide any information about the lessee. Assessor advised she subsequently inquired about the lease. She confirmed the lessee must be related to the sole proprietor. In Dickson’s opinion, Assessor needs to ensure applicants fill out the entire form and completely answer all the relevant questions. Assessor pointed out the bottom of the form states an individual who makes a fraudulent claim may be held liable. She expressed concern about her Office being unsure of certain familial relationships, and she is unaware of a reliable method to research it. In Dickson’s opinion, Supervisors usually can recognize all of those relationships. Dickson also questioned why a corporation renting property back to a family member qualifies for the credit. Assessor advised a

Family Farm Corporation is eligible for the credit according to Iowa Code Section 425A.2(4)(c). Auditor pointed out a Family Farm Corporation is specific corporate designation. Dickson thinks the Iowa Legislature needs to narrow the definition of “designated person”. In Dickson’s opinion, if the Applicant marks Family Farm Corporation but the ownership shares do not indicate the family as shareholders, the Corporation should not qualify for the Credit. Carney thinks the Assessor’s Office should inquire about familial relationships since all family members do not fit the criteria. According to Iowa Code section 425A.2(4)(a), a family member must be within three degrees (3°) of consanguinity which means (3) generations. Carney questioned how many landowners may no longer qualify for the Credit after the County reviews the existing credits. Assessor reported her Office has called a couple of landowners to verify those situations. She recommends approval of all the Applications but one (1) since the lessee is not related to the Applicant. Carney recommended applicants must answer all the questions in the future. Assessor advised her Office will consult with Supervisors about familial relationships. Dickson suggested Supervisors review the Applications at the time of submission to the Assessor. In addition, he wants Assessor’s Office to ask about a lessee’s relationship to the Applicant, if there is a lease or cash rent agreement. Assessor advised the Iowa Department of Revenue (IDR) states the County can ask about the familial relationship but cannot require the Applicant to provide documentation. Supervisors can deny the Application and then the Applicant must prove the relationship to contest the denial. Carney asked if a landowner who decides to rent to a non-family member will lose the credit. Assessor stated the County usually does not catch it unless the property is sold; however, applicants are required to notify the Assessor if anything changes and they are no longer eligible for the credit. Supervisors reviewed all the Applications. Assessor and Auditor advised the Agland and Family Farm Credits are relevant to the school tax levy. Auditor stated there is no adjustment, if Supervisors deny an application because the credit is not applied until Auditor calculates the property taxes. An adjustment is necessary only if the Applicant already has the Credit and the Assessor or Auditor removes it. Motion by Carney second by Dickson to deny the 2018 Business Property Tax Credit Applications for Parcel Number 0000361701 because the tract of land is leased or rented under a cash or crop share agreement to an individual not related to the Applicant. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Carney second by Dickson to approve all the remaining 2018 Applications for Family Farm Tax Credit. Motion carried on a vote: Ayes: 4 Nays: 0. Auditor will prepare the denial letter.

Auditor summarized the Annual Urban Renewal Report, Fiscal Year 2017-2018. She reported that the original three (3) Urban Renewals (UR) are still on the Report because Supervisors just want these to fall off after twenty (20) years. She needs to determine when the County started collecting taxes on these, so she can set the expiration date because it was not reported in the past. All three (3) UR’s are not active and have no outstanding debt. Pursuant to Carney’s inquiry, Auditor advised Supervisor cannot publish and adopt a Guthrie County Budget for Fiscal Year (FY) 2019-2020 plus the Iowa Department of Management (IDOM) cannot certify tax levies for FY2020, if Supervisors do not approve this Report. Motion by Carney second by Lloyd to approve the Annual Urban Renewal Report, Fiscal Year 2017-2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors discussed whether to reschedule or cancel the regular meeting on Tuesday, 25 December 2018. Auditor advised Supervisors must meet on the first day in January which is not a Saturday, Sunday or Holiday per Iowa Code Section 331.213(1). This means Supervisors must meet on Wednesday, 2 January 2019. She also reminded Supervisors they begin meeting two (2) days per week in January, so there will be a meeting on both Wednesday, 2 January and Thursday, 3 January 2019. Dickson suggested cancelling the regular meeting on 25 December 2018 since there will not be any claims to approve that week. Grasty stated he wants to reinstate two (2) meetings per week, so Supervisors are available to the public. Motion by Grasty to reschedule meeting to Thursday, 27 December 2018. Motion died due to lack of second. Motion by Carney second by Lloyd to table the discussion until the regular meeting on Tuesday, 18 December 2018. Motion carried on a vote: Ayes: 3 (Carney, Grasty and Lloyd) Nays: 1 (Dickson).

Brandon Thompson, Guthrie County Facilities Manager, appeared by phone to discuss the Guthrie County Transfer Station (TS) Recycling Truck. He was unable to attend the meeting in person because he is at TS troubleshooting a problem with the Telehandler. According to O’Halloran International, there is an electrical issue with the ignition switch in the Truck. The injector wires are fine, so O’Halloran only will install a new injector control module. Since the injector is not functioning properly, O’Halloran needs to fix the electrical issue before they can ensure the ether did not damage it. O’Halloran estimates it will cost approximately \$1,000 to replace the module plus an additional \$1,000 for labor due to its location. The total anticipated cost is a couple thousand dollars. O’Halloran is unable to determine

if there are other mechanical issues until they fix the injector. Thompson will receive a report this afternoon. He brought Jotham Arber, Guthrie County Transfer Station Executive Director, up to speed on these issues.

There was no additional discussion about any county projects.

Motion by Dickson second by Lloyd to approve the Minutes from 20 November 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:55 a.m. until its regularly scheduled meeting on Tuesday, 4 December 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

4 December 2018

The Guthrie County Board of Supervisors met this 4th day of December, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Dickson to approve the Agenda for 4 December 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Lisa Sherman, Stuart Public Library Director, as well as representatives from the other Libraries joined the meeting to deliver the 2018 Iowa Public Library General Information Surveys as well as the Guthrie County Library Association FY2018 (written) Report. Sherman introduced the two (2) new librarians Julie O'Brien with Menlo and Carla Hilgenberg with Bayard. Sherman read the written report. It included a list of goals for the Guthrie County Library Association. She emphasized libraries are an important part of keeping communities healthy as well as attracting new residents. Sherman pointed out the new services - digital periodicals and HOTSPOTS. She referenced the chart comparing 2018 versus 2017 number of computers, registered patrons, hours open and Wi-Fi hits for each library. To ensure the Libraries continue to provide essential services and stay up-to-date with technology, the Association requested a funding increase of \$10,000 for Fiscal Year 2019-2020. Sherman stated the Association is very proud of the services the Libraries are able to provide with the County's continued support. The Association assumes Wi-Fi usage will increase next year due to workers being in the area. O'Brien explained a HOTSPOT is a 3G mobile device which connects to a cellphone tower. It is a different means to access the internet other than utilizing the Library's Wi-Fi connection. Menlo allows a patron to check out a HOTSPOT for two (2) weeks. It enables people to have internet access in their homes or other locations. Carney asked if a HOTSPOT is better than a tablet. O'Brien explained the HOTSPOT allows people to access the internet in places without Wi-Fi because not all tablets have mobile data connections. She advised Menlo has three (3) more tablets as well as five (5) HOTSPOTS now. Menlo purchased the HOTSPOTS with a Guthrie County Community Foundation Grant. According to O'Brien, it costs \$600 per year for the five (5) HOTSPOTS. Techsoup provides a cost reduction to assist libraries. Menlo only pays for the service and not the devices. Dickson verified Menlo must renew an annual subscription. O'Brien explained the HOTSPOT is loaned out just like a book, and there is no cost for it. She can shut off the HOTSPOT if a patron does not return it. Representatives pointed out Wi-Fi users are demanding more data and greater speeds. Therefore, all of the Libraries want to expand services. This means greater Information Technology (IT) expenses. Sherman pointed out the West Central Valley Community School District does not allow students to check out computers to take home. Therefore,

students use library computers for school projects. Grasty inquired if any of the Representatives attended the Decategorization Governance Board Meeting. Sherman attended it last year. Stuart was successful and received over \$900. The funds were used to provide healthy snacks for students after school. The funds lasted a long time, and Sherman plans to attend again this year. Grasty advised there is going to be money available again this year, and the Governance Board will decide where to use it. Carney inquired if the Libraries request funding from the Cities. Sherman advised Stuart Public Library received an additional \$10,000 from the City of Stuart. Kim Finnegan with the Panora Public Library stated she will ask the City of Panora for assistance too. Carney also asked if patrons check out more physical books or E-books. Sherman advised Stuart has not purchased any E-books. It is part of the Bridges, online consortium. Patrons can download books through Bridges with a library card. A great deal of people use it as evidenced by the fact patrons must renew their library card every twelve (12) months to use Bridges. Finnegan advised Panora has 2,222 books checked out on Bridges, so there was an overall decrease in its annual circulation. O'Brien stated Menlo utilizes a great deal of Inter-Library Loans. The books are mailed at a discounted rate. She advised some libraries recoup the postage while others do not do this. Grasty stated he appreciated all the information. In his opinion, the Association did a good job compiling all the information, so Supervisors can compare the data. Sherman advised all the Libraries are alike and unique. Each Library has different needs based on its community, but all the Libraries work together as one (1) Association. Lloyd pointed out the Libraries are the only place for people, especially children, to go in the smaller communities. Grasty suggested the Association approach the Ten Square Groups. Sherman confirmed the Association has presented to these groups. Dickson inquired if Adair County contributes to Stuart. Sherman replied three (3) of the Townships in Adair County levy taxes to support Stuart, but Adair County does not provide any funds. Carney pointed out city resources vary greatly among the Cities. O'Brien advised Menlo receives funding from one (1) Township in Adair County, but it also does not receive any funding from Adair County.

Supervisors briefly discussed the Guthrie County Library Association Fiscal Year (FY) 2019-2020 funding request. Auditor advised the Dept: 55 - Libraries FY2019 Budget is \$119,618. Pursuant to Carney's request, Auditor confirmed the funds are divided fifty-five percent (55%) equally and forty-five percent (45%) based on the population of the City. Grasty stated Supervisors need to evaluate the FY2020 proposed budgets before Supervisors decide how to proceed with the Library Associations' request. Supervisors will take the matter under advisement and make a decision at a later date.

Supervisors reviewed the upcoming appointments for 2019. Auditor advised the term of William A. Darrow, the County's representative on the Guthrie County Regional Airport Authority, will expire 31 December 2018. Auditor also provided a list of the appointed Guthrie County Township Trustees and Clerks with terms expiring on 31 December 2018. Supervisors briefly discussed the possibility of shifting all Townships back to electing Trustees and Clerks. Auditor advised Supervisors must adopt a Resolution submitting the question to the registered voters who are eligible to vote for township officers of the township at the next general election as set forth in Iowa Code Section 39.22(1)(b). Supervisors will contact the current Township Trustees and Clerks regarding their reappointment in 2019. Auditor will email the applicable Supervisors a list of Township Trustee and Clerk appointments in their District. Auditor handed out a copy of Resolution 18-13 Resolution Appointing Members of the 2018 Compensation Commission. In Rutledge's opinion, those individuals listed under Licensed Real Estate Brokers still have active Real Estate Licenses for 2019. Auditor referenced the email from Chris Whitaker, Guthrie County Zoning Administrator, regarding appointments to the Guthrie County Zoning Commission as well as the Guthrie County Board of Adjustment.

Rutledge advised he spoke with Brandon Thompson, Guthrie County Facilities Manager, about the Guthrie County Transfer Station Recycling Truck. According to Thompson, O'Halloran International repaired the truck, so it is operational again.

There was no additional discussion about any county projects.

Motion by Rutledge second by Lloyd to approve the Minutes from 27 November 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Rutledge to approve the Claims from 21 November 2018 – 4 December 2018 in the amount of \$158,916.69. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 4 November 2018 – 17 November 2018 as well as the County and Assessor Payroll Reports for 10 November 2018 – 23 November 2018.

Grasty reported he attended the Informal Informational Meeting hosted by the Guthrie County Regional Airport Authority at the Panora City Hall on Wednesday, 28 November 2018 at 10:00 a.m. Grasty stated it was a good meeting with surprising figures.

There being no further business to come before the Board at this time, the Board adjourned at 10:49 a.m. until its regularly scheduled meeting on Tuesday, 11 December 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

11 December 2018

The Guthrie County Board of Supervisors met this 11th day of December, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Lloyd second by Carney to approve the Agenda for 11 December 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 12 November 2018. Carney inquired about the extent of the Iowa Department of Natural Resources (IDNR) involvement at Lenon Mill Park. Hanner explained IDNR owns a portion of the Park – approximately ten (10) acres. GCCB and IDNR have a long-term management agreement with a duration of twenty-five (25) years. GCCB also owns additional ground, approximately ten (10) acres, which abuts IDNR's land. The combined total is approximately twenty (20) acres. IDNR owns the prime spots on both sides of the Middle Raccoon River. Hanner pointed out IDNR maintains Seely Creek Timber pursuant to a similar agreement. Carney asked how complicated it is to enter into an agreement with IDNR. According to Hanner, it is not a problem. IDNR drafts the agreement and the Guthrie County Attorney approves it. Hanner assumes GCCB will enter into another long-term agreement with IDNR upon expiration of the current agreement. Carney inquired if GCCB updated its website. Hanner advised it is not done yet. Since the County plans to update its website, Hanner wants to participate in the process. He spoke with Grasty and Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), about it. Based on a suggestion from Kristine Jorgensen, Guthrie County Historical Village Curator, Hanner thinks a single page with basic information as part of the County's website with a link to mycountyparks.com will build the necessary exposure. The link is to a website sponsored by the State of Iowa which contains information for all County parks, trails, wildlife parks, historical villages, and other similar venues. This approach does not entail much cost, and Hanner likes the idea. Hanner advised GCCB's site is fifteen to twenty (15-20) years old, and it predates the other websites. He pointed out websites must be kept up-to-date to be viable resources. In Carney's opinion, the link is a nice idea because it allows visitors to explore the area surrounding a particular county. Hanner advised the State's website contains a GCCB page as well as maps. GCCB currently does not have a large presence on the State website, but GCCB can expand it. In his opinion, it is a good economical deal.

Carney verified Hanner is working on the electrical project at Nations Bridge Park. Hanner advised GCCB discussed it during the regular meeting on 10 December 2018. Rick Knowlton Electrical Services met with Guthrie County REC to map out the electrical. GCCB wants Knowlton to provide firm numbers. At this time, GCCB has a proposal for Site One (1) and Site Three (3). GCCB approved Knowlton's proposal to do both sites. Hanner did some funding research after GCCB's regular meeting on 12 November 2018. He reached out to the State Resource Enhancement and Protection (REAP) Director and confirmed GCCB can use REAP funds for the electrical project. GCCB previously planned to utilize REAP funds as matching dollars for Trail Grants. GCCB opted to move forward with the project because the electrical needs to be upgrade at Nations. Hanner still is working out a few details. GCCB wants Knowlton to do Sites 1 and 3 this spring before the Memorial Day Weekend. GCCB will do the remaining two (2) Sites in the future. Hanner advised the quote increased because the proposal includes the installation of additional underground wiring. The estimated cost is approximately \$35,000. Knowlton still needs to provide a price for the pedestals. Lloyd asked if the work can be done during the winter. Hanner advised there cannot be any frost in the ground. Since the project is fairly complicated, he does not want to rush into it. There is not a good map of the current underground electrical infrastructure, so the Staff as well as Knowlton may find old infrastructure as they proceed with the work. He will finalize the needs as well as the funds. Hanner is comfortable with the estimated cost. GCCB staff will set posts and dig trenches to help reduce the overall cost. Carney pointed out the days of "roughing it" are over. Hanner talked about a camper with three (3) air conditioning (A/C) units utilizing the parks. He hopes this project will set the table for several decades. Grasty verified it is a good plan which provides a basis for future expansion.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, as well as Brandon Thompson, Guthrie County Facilities Manager, joined the meeting. Arber provided the TS update. Arber talked about the ongoing projects. He fixed some existing matters such as staffing issues. He holds a weekly morning meeting every Thursday. Arber is coordinating with Star Equipment, LTD to schedule the safety training in January 2019. It will be mandatory for all staff. Arber advised there is a bunch of metal at TS. Joyce Miller, TS Scale Operator, contacted Quandt Auto Salvage, Inc., about it. The current market rate is \$135 per ton for metal; however, Quandt will pay TS \$142 per ton for it. In addition, Quandt will purchase the old Freon appliances at a rate of twenty dollars per appliance (\$20/appliance). Arber advised he will work at TS on Christmas Eve, Monday, 24 December 2018, in lieu of TS staff since they worked the day after Thanksgiving, Friday, 23 November 2018. Arber plans to avail staff of all the County Holidays afforded to regular County Employees starting calendar year 2019. He will adjust the hours of operation the day after a holiday to make up for it. Grasty confirmed staff receive Holiday Pay which is regular pay plus time and a half. Arber pointed out he reduced the Holiday Hours of Operation to four (4) hours for this year. Arber will work with the Haulers to reach a compromise concerning the change in Holiday Hours. He is willing to open early and close late in lieu of paying overtime. In addition, it shows TS values its employees. Arber advised he continues to communicate with IDNR regarding closing out the license renewal process. He also advised he scheduled a meeting with all the Cities on Thursday, 20 December 2018 at 7:00 p.m. The meeting will be at the Guthrie County Public Health Building. He confirmed he visited some of the City Council Meetings. In short, there are Cities which do not object to the full increase, but there are Cities that want to stagger it over five (5) years. Ultimately, Supervisors must decide, in January, how to implement the increase, so the Cities can budget for it. Arber advised he is holding onto the 28E Agreement for Use of the Guthrie County Solid Waste and Recycling Agency until the end of January 2019, so the new County Attorney can review it. Thompson talked about past issues with the Recycling Truck. The electrical harness was fine but the injector driver was bad. The truck did not sustain any damage from the starter fluid. Thompson had the brakes set up and adjusted too. All in all, the truck is working fine. The rams on the lift are leaking hydraulic fluid, though. Thompson explained the recent problem with the Telehandler. It experienced multiple electrical issues. The ignition switch was not working correctly. The main culprit was the fuel pump. The parts were covered by the warranty, and Star worked with TS regarding the cost of labor. TS had to rent another Telehandler. Lloyd verified a skid steer could serve as a backup in the future. Thompson pointed out TS needs a skid steer to limit breakdowns and use as a backup loader. Carney inquired if the current Telehandler is experiencing more issues than the old JCB. Thompson pointed out some of the issues may be resolved with training. Star thinks retraining may help too. Arber and Thompson acknowledge TS may need to consider trading the Telehandler if it continues to have issues. Dickson pointed out electrical issues are not unusual in new machines. Thompson really likes the fact Star can provide parts fast. In his opinion, the Telehandler is doing fine for the size of loads. He admitted there is a bent cylinder on the right side again. He will try to readdress how staff use it. Thompson may look into a different bucket after a couple of months with no problems. The cylinders cost approximately \$1,100. Thompson suggested retroactively fitting the grapple with a bigger cylinder, but if the cylinder does not give, he is afraid of what else will break as a

result. JD Kuster verified staff is hitting the wall. Thompson pointed out the JCB had issues with cylinders too. It needs to be addressed with retraining. Arber stated there were problems with the JCB when he took over TS. Dickson inquired if the new machine is too big. He asked if a skid steer would be better since the Garbage Building is not very big. In addition, Dickson thinks it is hard to see out of the cab; especially when the boom is extended fully. Arber advised the current Telehandler is smaller than the old JCB. In Grasty's opinion, the skid steer will handle quicker but staff will have to take more bites. Thompson pointed out the Telehandler can reach over a trailer better. Furthermore, it should not be used with the boom fully extended all the time. Arber and Thompson reiterated they want to try and address the problems with training first. Dickson and Kuster briefly discussed visibility issues; especially with the extended boom. Thompson advised staff may not be retracting it after dumping a scoop. In Thompson's opinion, there is a happy medium because the boom should not be too close, so it does not drop garbage on the hood. Arber briefly discussed the need to get rid of garbage faster to minimize the rats. He invited Supervisors to observe and ride in the Telehandler. Dickson inquired about the plan for the Recycling Truck. Thompson is researching chassis trucks with a jib hook as well as truck and trailer combinations. He is investigating the service costs associated with a dump trailer. Thompson is considering the pros and cons as well as the price. In Thompson's opinion, the current truck needs to be replaced soon. Arber is working with grant funds to replace recycling bins. Smaller bins may work better with a trailer. Thompson pointed out there is a maneuvering issue with trailers; however, another truck could serve other purposes. In Thompson's opinion, a chassis truck is the best option. Carney agreed the areas where bins are parked may be bad, so it may be difficult to maneuver a trailer. Thompson pointed out if a bin is frozen to the ground, staff must unhook a trailer and use the truck to break it free. Arber advised other TS use trailers but store same inside. Dickson concurred staff should use a tow rope and not the jib to break loose a frozen bin. Thompson will address this during training. Arber advised he will conduct a TS budget workshop on Tuesday, 8 January 2018 at 1:00 p.m. in the Guthrie County Public Meeting Room. Auditor will add it to Agenda. Arber also stated the Koster Grain, Inc. contract will expire on 30 June 2019. He is releasing a request for proposal (RFP). In addition, he will provide the cost for TS to do it. He will present all the figures during the workshop. Carney inquired if the driver will be full-time and just haul to the Carroll County Landfill or be a multi-purpose employee. Arber stated the part-time recycling driver will become a full-time position. He also will retain a person-as-needed to fill-in. Arber is soliciting resumes, but he assured Supervisors he will not hire anyone until after Supervisors approve the Fiscal Year (FY) 2019-2020 Guthrie County Budget. Arber passed out the Human Resource Director Packets in which he compiled all the resumes. Elected Officials and Department Heads (EO/DH) will meet on Monday, 17 January 2018 to discuss the candidates. EO/DH can review and recommend the top five (5) candidates to interview during the first round. The Interview Committee will in-turn recommend the top candidates for Supervisors to interview and make the final choice. Supervisors briefly discussed the interview process and quality of candidates.

Thompson updated Supervisors on the status of the office relocations. The process is progressing as Thompson planned it. Ron Allen, Guthrie County Custodian, and Rob Tallman, Facilities Management, began moving items out of the Auditor's Election Room. Thompson advised they will wait until after the Special Elections on Tuesday, 11 December 2018 to finish emptying the room. Since Allen will be on vacation, Thompson anticipates refinishing the floor after 1 January 2019. Thompson advised the new County Attorney is satisfied with the County Attorney's office space for now. She may make some minor changes at a later date. Once Allen and Tallman refinish the floor in the current Guthrie County Board of Supervisors' Meeting Room, Darcia Robson, Guthrie County Veteran's Affairs Administrator and General Relief Coordinator, will move into the room. Carney inquired about the items currently in the Election Room. Thompson advised the election equipment ultimately will be secured in the old Guthrie County Environmental Health (EH) Office, but currently it is locked in the former Iowa Department of Human Services Case Management Office. Thompson anticipates Supervisors can move into their new room by the middle of January 2019. Thompson advised he plans to change all the light bulbs at TS. Some of the ceiling lights are bad and one (1) fixture sustained damage. He needs to rent a lift from Star to accomplish the task. Thompson will replace the old bulbs with LED bulbs in the future. Thompson will continue to work on general maintenance and repairs. He also mentioned he is working with Arber to research the cost of trucks.

Thompson presented the Facilities Management update. He advised the Courthouse vehicle is at the mechanic. Thompson looked it over and noticed a few problems. In particular, there are a few issues with the front brakes as well as cupping on the tires. The Check Engine Light also is lit all the time. Mechanic estimates it will cost \$500-\$700 to fix it. Thompson thinks the vehicle is safe enough to finish the year; however, he suggests the Supervisors get rid of it. Dickson inquired if employees would drive a better vehicle more. He also speculated whether it will be driven enough

miles to justify leasing a vehicle. Thompson pointed out another option is reimbursing employees for mileage. Thompson advised the County Attorney's Office primarily use the vehicle, but the Guthrie County Treasurer's Office drives it occasionally. He thinks the vehicle is approximately fifteen (15) years old and has 180,000 miles. Auditor advised all County vehicles must have a mileage log per the State Auditor. Thompson recommended Supervisors auction this vehicle and then decide if they want to replace it. Thompson and Auditor concur it will be less problematic to reimburse mileage. Carney inquired if there have been any issues with the Guthrie County Public Health (GCPH) vehicles. Thompson advised these vehicles have less issues because they receive regular maintenance and service. Grasty verified the drive train is good. Thompson and Grasty briefly discussed the brake issues. Lloyd pointed out a vehicle with 180,000 miles is due for problems; especially since it is a former law enforcement vehicle. Joshua Sebern, Guthrie County Engineer, joined the meeting and advised he is not going to use the old EH room. He stated he is scrapping the remodeling idea. Thompson stated he will work with Sebern, in the future, to formulate a remodeling plan or develop a new building. Thompson will move forward with the schedule to rotate rooms.

Auditor passed around an email from Lisa Kempf, Chief Financial Officer, Heart of Iowa Region, concerning readjustment of the Third Quarter (3rd Qtr) Region payment. Auditor explained Region needs County's share of the Region's FY2019 Budget Amendment with the 3rd Qtr payment. Region adopted a \$323,582 amendment in October 2018 to pay bills remaining from FY2018. The County's share is \$35,594. The total amount due for the 3rd Qtr payment will be \$93,490.83. Auditor advised there are enough funds to make this payment; however, Supervisors must amend the FY2019 Guthrie County Budget before the Fourth Quarter (4th Qtr) Payment of \$69,761.50. Dickson wants Darci Alt, Chief Executive Officer, Heart of Iowa Region, to meet with Supervisors to explain the situation. Carney advised the Regions preliminary FY2020 Budget is \$140,000 more than the post amendment FY2019 Budget. The next Region meeting is on Wednesday, 12 December 2018, and the Region Board will discuss the matter. In Carney's opinion, the FY2020 Budget should be \$140,000 less since the amendment was absorbed by the Counties. Carney does not want more fluff in the Budget. Carney stated none of the Counties were happy about the amendment, but they were backed into a corner. In addition, Carney assumes Region never asked Greene County to contribute its share for the Amendment. He will check into it. Dickson expressed concerns about why the Region did not realize it needed all the money with the Second Quarter (2nd Qtr) payment. Carney stated Region needs to slow down, so it can bring expenses into line by the end of FY2019.

Auditor showed Supervisors the letter from Western Iowa Tourism Region (WITR) setting forth the FY2020 "matching funds" request of \$500. Kuster inquired about the type of services County receives from this organization. Grasty and Dickson explained WITR publishes brochures and pamphlets as well as its own magazine which is dispersed at tourist areas across Iowa. WITR also paid for the Scenic By Way signs along the Highways.

Dickson briefed Supervisors on the Guthrie County Board of Health meeting on Wednesday, 5 December 2019. He advised Partnership for Families needs a Board Member to represent the County. The group meets once each month on a Friday during regular business hours in Carroll, Iowa. Dickson advised the group provides grants utilized by the HOPES Program, Babies Nest and Stork Program. He contemplated appointing a nurse. Grasty talked about his past experience on the Partnership Board. Dickson is willing to accept the appointment if Supervisors cannot find another individual. Grasty also is willing to do it. In Dickson's opinion, County should have representation because it receives the lion's share of the funds; especially, since GCPH services Audubon County. Dickson confirmed multiple Counties are involved in the group. Dickson wants to find a person involved with children, but it is hard to find such a person with a flexible schedule. Dickson confirmed it does not have to be a Supervisor. Carney suggested Supervisors add it to the appointment list for the regular meeting on Wednesday, 2 January 2019. Dickson also advised Teresa Mower declined reappointment to the Board of Health. He has a list of potential nurses Supervisors can appoint to replace her. Auditor confirmed it probably should be a female to maintain gender balance per the Iowa Code. Supervisors reviewed the list.

There was no additional discussion about any county projects.

Becky Benton, State Street Insurance, joined the meeting to discuss renewal of the Iowa Communities Assurance Pool (ICAP) insurance plan for County's liability and property insurance. Benton handed out the quote. In addition, she provided a comparison page along with other supporting documents which broke down the 2018 premium compared to the 2019 premium. The Total Property Premium is \$39,710, and it decreased by \$3,556.09. There is \$310,107 in

additional coverage too. ICAP increased the Buildings/Contents coverage for replacement by the standard two percent (2%) to account for inflation. Valuable Papers and Crime coverage remained the same. Benton reviewed all the deductibles with Supervisors. The Miscellaneous Scheduled and Unscheduled Property coverage increased by \$257,265 mostly due to additional equipment purchased by the Guthrie County Secondary Roads (SRD) and Conservation Departments. There were changes made after ICAP issued the invoice but before 1 January 2018. This included the hydro-seeder and other Integrated Roadside Vegetative Management (IRVM) equipment. ICAP did no charge for these changes. Benton advised the Computer Schedule coverage increased \$24,829, but the premium, \$1,021.38, decreased by \$917. The Fine Arts premium, \$159.78, also decreased by \$108.47. Benton advised ICAP changed its premium structure and now automatically includes the Property Plus Endorsement along with other little extras. This is a \$250 value. The law enforcement canine is covered automatically too. These items are unique to Counties, so ICAP opted to include same. Dickson verified Recycling listed under the Miscellaneous Schedule includes TS. Benton advised there are increases in the Liability Premiums. She pointed out County has a \$10 million limit even though all the documentation references a \$2 million limit. The \$8 million excess liability is an umbrella in addition to the \$2 million coverage. The \$10 million applies to the entire policy. Benton advised she provided Auditor with the usual breakdown by Department. SRD had the largest increase, but it is due to an increase in claims throughout the entire pool. The General Liability Premium is \$57,090.09 which is an increase of \$5,992.50. Benton pointed out Road Maintenance covers all SRD actions, so there is no value for Road Construction. The Auto Liability and Physical Damage coverage includes the new vehicles purchased by Guthrie County Sheriff's Department. The Total Annual Contributions are \$26,506.31, Physical Damage, which is an increase of \$3,529.12, and \$26,279.89, Liability, which is an increase of \$1,956.39. Public Official Liability Premium is \$8,234.99 which increased by \$216.67; however, the Law Enforcement Liability Premium, \$8,603.12, decreased by \$54.50. The ICAP Total Annual Premium, \$166,424.40, shows a base rate increase of \$8,084.09. The Administration Fees/CRMS, \$4,509, also increased \$180.81. The 2018 Member Credit, \$16,357.51, is down \$9,650.12 from last year. This partly is due to ICAP insuring the City of Marshalltown and Marshall County. Overall, County has received \$341,837.24 in Member Credits since 1996. Another contributing factor is additional liability claims triggered by RAGBRAI as well as fire and other disasters. The Total Amount Due is \$154,575.89 which is \$17,915.02 higher than 2018. Part of the increase is due to the reduced Member Credit. Benton advised ICAP is taking a hit, but it could be worse. Auditor confirmed claim will be approved on 18 December 2018. Supervisors concurred with Glenda Edwards, Risk Manager, as the Primary Contact and Auditor as Alternate Contact. Benton confirmed County is at the maximum insurable limits. Supervisors reviewed Member Proxy and Anniversary Information Acknowledgement as well as premium breakdowns. Benton assumes Iowa Municipal Works Compensation Association (IMWCA) premium will decrease but there still is a claim in subrogation. She will provide Auditor with premium estimates for FY2020 Budget. Motion by Dickson second by Carney to approve the Iowa Communities Assurance Pool (ICAP) Liability and Property Insurance Premium Total Amount Due, in the amount of \$154,575.89, and sign the associated Member Proxy as well as Anniversary Information documents. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Lloyd to approve the Minutes from 4 December 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Grasty briefly talked about a Tax Increment Financing (TIF) Presentation and Legislative Forum he attended last week. Dickson pointed out Iowa State Association of County Auditors (ISACA) wants to reform TIF. Grasty thought the goal of the presentation was to convince people to maintain the current system. In Carney's opinion, problems arise when entities renew TIF's. Dickson thinks the frozen base should be recalculated when an entity renews a TIF. Grasty advised he disagrees with any entity implementing a TIF at one hundred percent (100%) because the entity still has to provide services. Robert Josten, a presenter, stated most entities do not TIF at 100%.

Carney advised he attended the Hungry Canyons Meeting last week.

Grasty stated he attended the North Raccoon Watershed Meeting. The group still is exploring options. A small part of the Watershed is in County. Grasty told Watershed that County will not provide a financial contribution. Carroll and Dallas Counties also are not going to contribute funds. Watershed has a grant to operate it.

Supervisors reviewed the Human Resources Director Packet provided by Arber.

Dr. Josh Strehle, Guthrie County Medical Examiner, joined the meeting to discuss the FY19 Paul Coverdell Forensic Science Improvement Act II Grant. The Iowa Office of the State Medical Examiner is providing three (3) grants for the reimbursement of expenses incurred for medicolegal death investigation training for county medical examiners and/or county medical examiner investigators. Each applicant selected will be reimbursed up to \$2,020 for actual expenses incurred during the St. Louis University School of Medicine's Medicolegal Death Investigator Training Course being held 7-11 January 2019. Strehle advised County Medical Examiners must complete the training within two (2) year of appointment, and Investigators should take it. Strehle stated he initially received training through the State Medical Examiner's Office. Auditor advised the grant award is a flat fee of \$2,020. Strehle confirmed two (2) Investigators have completed death investigation. Currently, two (2) Investigators sign-up for shifts and four (4) are available, as needed. At this time, seven (7) people, including Strehle, can perform death investigations. Panora Emergency Medical Service will not allow paramedics and emergency medical technicians (EMT's) to perform death investigation if they are on duty. Strehle has not received any complaints about response times. Overall, Strehle is happy with the current system. In the event no one is available to respond to a scene, law enforcement can contact the State Medical Examiner's Office. There has been a total of thirty-two (32) investigations during 2018. Strehle took over in June 2018 and his team completed sixteen (16) of the investigations. Strehle commented one (1) investigator had a couple complicated investigations. He advised two (2) of the Investigators plan to attend the Training Course in August 2019. Strehle confirmed he is willing to accept reappointment in January 2019. Strehle plans to reapply for the Grant each time it becomes available until all the Investigators have taken the Training Course. Auditor advised she completed the Grant Application just like the Guthrie County Substance Abuse Prevention Grant. She also explained she divided the 2017 Property Tax attributed to the General Basic fund by the County's total population to determine the 2017 Actual Revenue Per Capita. Strehle reviewed the completed application. Strehle advised the Training Course costs \$850 for a five (5) day course. The class schedule is eight (8) hours per day. The associated expenses include travel, hotel accommodations and meals. Lloyd verified the Training Course meets all the qualifications. Motion by Carney second by Dickson to approve the FY19 Paul Coverdell Forensic Science Improvement Act II Grant. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Lloyd second by Carney to assign the Guthrie County Auditor, Marci L. McClellan, as the Guthrie County Board of Supervisors' Authorized Signatory for the FY19 Paul Coverdell Forensic Science Improvement Act II Grant. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:17 p.m. until its regularly scheduled meeting on Tuesday, 18 December 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

18 December 2018

The Guthrie County Board of Supervisors met this 18th day of December, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Dickson second by Lloyd to approve the Agenda for 18 December 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present Resolution 19-13: Low Water Crossing. Said Resolution empowers Supervisors under the authority of Iowa Code Sections 321.236 and 321.255 to regulate, warn or guide traffic on highways under their jurisdiction and to place and maintain traffic control devices. The County

Engineer has evaluated and determined there is a need for regulating traffic at the ford type low-water stream crossings. Therefore, be it resolved by the Guthrie County Board of Supervisors that warning signs with the messages, "Flood Area Ahead" and "Impassible During High Water," as well as a regulatory sign with the message "Do Not Enter When Flooded" be erected for the safety and welfare of the traveling public at the approaches to the ford type low-water crossings at Bear Grove 193 located on Fir Avenue 1000 feet South of 220th Street. Sebern advised this section of Fir Avenue is a dead-end dirt road. Guthrie County Secondary Roads Department (SRD) removed the bridge and replaced it with a low water crossing. Supervisors need to pass a resolution, so SRD can post warning signs. Sebern stated County may receive funding from Hungry Canyons Alliance to cover the cost of sheet pile because the downhill side of the crossing may qualify for funding to protect the stream. Sebern confirmed only a little water passes through the crossing. Furthermore, it held up good when the water did go over the road. Motion by Carney second by Lloyd to approve Resolution 19-13: Low Water Crossing. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Sebern provided a SRD update. All the box culverts are installed and the dirt work is complete for the Victory 237 Tax Increment Financing (TIF) project. It will be rocked shortly and then open for traffic. The rip-rap, seeding and erosion control will be done in the Spring. It is a big change and the neighbors are pleased with it. Sebern scheduled the bid opening for the South Cass 116 project on 19 February 2019. The contractor will remove the pony truss and replace it with an Iowa Department of Transportation (IDOT) standard slab bridge. The total span is 100 feet. Sebern advised SRD contracted with Murphy Heavy Contracting to repair two (2) bridges. Murphy will remove the deck, install a new steel substructure and then remount the existing deck. Sebern advised he is in a quandary about how to handle a crossing on Plum Ave, south of 280th Street in Beaver Township. It is a dirt road which needs a bridge over Beaver Creek. The span is too large and not suitable for a low water crossing. The pilings are bad on the current structure. The surrounding land owners need the bridge to access pasture and possibly crop ground. It will pose a maintenance mess. Sebern received a quote of \$125,000 from Murphy to repair the bridge. The quote includes \$75,000 for labor plus materials. Rutledge pointed out there is no other option. Grasty inquired if the land owners can access their land via a different route. Sebern pointed out there already is a low water crossing on Plum Avenue. Plus, there is no access to the land from the west. Supervisors briefly discussed the location. Rutledge reiterated the bridge is in a bad spot, but there are no other options. Supervisors reached consensus to proceed with the project. Sebern advised Integrated Roadside Vegetative Management (IRVM) continues to mow with the boom mower. They also finished demonstrating the skid steers with forestry heads. Caterpillar (CAT) has the preferred equipment. IRVM tried CAT, John Deere, Vermeer and Takeuchi with a Bradford forestry head. They ranked the equipment in the same order. Sebern pointed out the CAT forestry head is configured differently. It ate the cedars like candy. He is working with the dealer on equipment availability. Sebern did not budget for this equipment because he did not expect to receive the grants. He will report back to Supervisors when he has more information because he still needs to work out the details. Sebern hopes he may not need a budget amendment. Carney confirmed Sebern already exhausted the new equipment line item. Sebern explained he only budgeted for a hydro-seeder since he did not anticipate receiving the grant. He will see where things fall. Sebern confirmed it will be a big skid steer with high flow hydraulics. He commented the forestry head is an amazing machine. The total cost will be \$130,000 of which \$30,000 is for the forestry head. Carney inquired if there are other attachments for the skid steer. Sebern talked about wanting a pavement grinder to grind bumps, as needed, since pavement grinding works well. SRD currently rents a grinder once a year, but actually needs it occasionally throughout the year. The skid steer has the potential to be a multipurpose machine. Dickson inquired about a trailer. Sebern stated SRD's current trailer is a little light, so he made need to get a new trailer. Carney inquired about a goose neck ball in the truck. Sebern stated the trailer will require a vehicle larger than a three-quarter (¾) ton truck. Sebern advised SRD still is proceeding with the box culvert designs for the Orange 391A project. In addition, the 210th Street bridge project will start this spring. The late start date is April. SRD has preliminary designs for a new concrete bridge to replace Thompson 61. Sebern explained the State of Iowa is applying to the federal government for grant funding. The grant assists rural states with bridge repairs. The State is bundling the Thompson 61 project with a bridge in Cass County. State thinks there is a good chance to receive the grant. Eighty percent (80%) of the project cost will be paid through the grant. The estimated cost is approximately \$800,000. Sebern explained it is a deep bridge. The goal is to smooth out the transition at the bottom of a steep long hill. Carney suggested Sebern involve Hungry Canyons. Sebern stated this bridge project will happen regardless if State receives

the grant. He will use federal bridge funds for it. State also picked the "Menlo Exit" bridge out of SRD's Five (5) Year Plan. It will be bundled with bridges in Dallas and Madison Counties. SRD has until 2023 to use the funds. SRD still is on schedule to let the Monteith Road project in February 2019. SRD also is working on other designs. In particular, SRD will realign York Avenue to address the slough. Preliminary designs are complete. SRD also will repair a culvert on White Pole Road east of County Road N54 (Adair Road). Sebern hopes to slip line it by placing a metal culvert through the box and grout it. Sebern advised SRD has a new plotter, so they can print big maps again. It cost \$6,000 to replace the plotter; however, SRD receive \$800 to trade-in the old plotter. Sebern plans to print updated maps for the Board of Supervisors Meeting Room.

Auditor presented email regarding a proposed payment structure for the new combined City/School Elections. Danielle Fink, Deputy Auditor, also was present for the discussion. The Iowa State Association of County Auditors (ISACA) is considering a possible legislative proposal to set the payment structure. It will shift the cost to Counties. The Cities as well as Schools will no longer include the expense in their budgets. Cities and Schools still will pay for any special elections. The logic behind the proposal is all county tax payers will pay for the election in some form. At this time, there is no payment structure or cost formula for this new combined election. The potential exists for a city or school district to receive multiple invoices based on different formulas. Auditor advised County funds all elections through Fund: 0002 - General Supplemental. The goal is to adopt a structure during the upcoming legislative session, so Cities and Schools know how to budget for the upcoming election in November 2019. ISACA is trying to determine if Supervisors will support the legislative proposal. Dickson does not want the County to levy for the combined election. He wants the Cities and Schools to continue to reimburse the County for the election costs. Auditor acknowledge it is an additional cost for the County. Plus, the Cities and Schools probably will not adjust their budgets accordingly. From the County's perspective, the Auditor's Budget will remain the same as the General Election. County just will not receive the reimbursement. Fink explained all the General Election Precinct Polls will be open plus three (3) additional polls in the Cities of Bagley, Jamaica and Menlo. Auditor pointed out the levy will flow back to city residents through the General Supplemental levy. In addition, the rural residents will vote now since it is a combined election. Fink advised the major, extra expenses will be ballot printing and poll workers. Auditor acknowledged some Cities should pay to open the additional precincts. Fink is researching whether it is necessary to open the three (3) City Polls. If not, the City Councils must agree to change the poll location. Carney, Dickson and Grasty want the Cities and Schools to pay their share.

Supervisors canvassed the Rural Improvement Zone Elections held on 11 December 2018. None of the public opted to attend the canvass. Danielle Fink, Deputy Auditor, conducted the canvass. Fink reported overall the elections went well, and there were no issues. There were twenty-six (26) ballots cast for Diamondhead Trustee. Ronald Baiotto received twenty-two (22) votes, and there were four (4) write-in votes. Forty-three (43) ballots were cast for Lake Panorama Trustee. Larry Petersen receive forty-two (42) votes, and there was one (1) Overvote.

Supervisors canvassed the Coon Rapids Bayard School District Special Election held on 11 December 2018. None of the public opted to attend the canvass. Danielle Fink, Deputy Auditor, conducted the canvass. Fink reported overall the election went well. There were eighty-three (83) ballots cast. There forty-seven (47) Yes votes and thirty-six (36) No votes.

Supervisors discussed whether to reschedule or cancel the regular meeting on Tuesday, 25 December 2018. Grasty wants to reschedule the meeting for Thursday, 27 December 2018. Motion by Dickson second by Rutledge to cancel the regular meeting on Tuesday, 25 December 2018. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Lloyd and Rutledge) Nays: 1 (Grasty).

There was no discussion about pending county property projects.

Marshall Burgess, President, Guthrie County Regional Airport Authority Board, and Jay Pudenz, Aviation Project Manager, McClure Engineering Company joined the meeting to present the runway project update. Pudenz passed out documents as well as a flip book. Burgess provide an overview. The Authority Board was established in 1989 by an agreement among the Cities of Guthrie Center, Panora and Yale as well as the County. At this time, Authority moved the original building from downtown Guthrie Center to its current location. Over the years, Authority has built mainly hangars because these generate revenue. Burgess read an excerpt setting forth the importance of the Airport. He

pointed out Helena Agri Enterprises utilizes the Airport to do agricultural (ag) spraying. In Burgess' opinion, the Airport benefits the agriculture areas as well as the communities at large. The bottom line is the runway is going away. Burgess is unsure about the status of the original agreement. Authority is in the process of planning a new runway and McClure is doing the work. Burgess introduced some of the interested parties present for the discussion. This included the following: 1) Jason Clark, 2) Representatives from Guthrie County State Bank, 3) Authority Board Members, 4) Mayor Pat Parker, Council Members Stan Landon and Curt Thornberry as well as Lisa Grossman, City Administrator, on behalf of Panora, 5) Representatives from PRIDE, and 6) Mayor Dennis Kunkle as well as Laura Wolfe, City Administrator, on behalf of Guthrie Center. Burgess briefly spoke about how the entities will fiscally support the new runway. He explained the runway contained bad aggregate when it was built according to the geology reports. State of Iowa and Federal Officials say it must be replaced in order for the Airport to remain viable. Authority looked into options to do it in two (2) phases. This would require the Airport to be inoperable for two (2) different periods. There are fifteen (15) airplanes in the hangar rentals as well as pilots which use the Airport on a regular basis. Burgess pointed out a letter of support from Dave Reinhart who uses the Airport for business. At this point, Burgess yielded the floor to Pudenz. Authority hired McClure a year ago to design and administer construction for the runway. McClure also is helping Authority to figure out how to finance the project. In his opinion, it will require the entities to set new tax levy rates. Pudenz explained Authority knows what must happen to redo the runway. The proposed budget includes the Authority's contribution since 2015. It also details the projected expenses, revenues and impact, if the Authority moves forward with the project. Pudenz worked with the fiscal consultant utilized by Panora to prepare the proposed budget. McClure talked about the importance of the Airport. In his opinion, the entities need to support it because businesses and individuals utilize it. He pointed out ag spraying is just one (1) piece. Airport also helps attract businesses. Pudenz also mentioned residents at Lake Panorama use it. Pudenz talked about the current state of the airport. Authority has utilized grant money to build up the vertical infrastructure. In particular, they built a structure to house snow removal equipment. Pudenz pointed out it will be difficult to secure more grants for hangars and other items unless the Authority replaces the runway. State only allocates \$750,000 to airports and each airport just gets \$150,000 year. Burgess pointed out Authority does not spend its allocation every year, so it accrues to finance more building projects. In Pudenz opinion, Authority has done a good job building up the vertical infrastructure. Now, it needs to deal with the runway and apron. Burgess and Pudenz talked about Authority having the necessary funding for the ten percent (10%) matches. The problem is some repairs may require up to a twenty percent (20%) match to utilize emergency funds from State. There have been a couple of blow ups on the runway over the last few years. Authority bore the entire cost to repair one (1) of these because State declined to help pay for it. State insists Authority fix the runway to reduce the blowups and stop the emergency fund requests. This triggered Authority to start the project. William Darrow, Authority Board Member, explained the same soft aggregate was used in other airport runways. It deteriorates from the bottom to the top, so the substructure is bad all the way to the base. The remaining life expectancy is five (5) years to total failure, and Pudenz thinks this an optimistic projection. Pudenz talked about the IDOT Memo addressing the soft aggregate. It takes time to plan this type of project. At this point, the design is ninety percent (90%) complete, and he hopes to bid the project in Spring 2019. He anticipates construction will be during Summer 2019 or Spring 2020. Each year there are more and more blowouts. Burgess explained how these blowouts emerge and impact the runway. Clark commented this is not what a pilot wants to see during landing because it can damage a plane. Lance Levis, Authority Board Member and Treasurer, pointed out the ag sprayers use turbine planes which can suck up the chips. It is hard on propellers too. Furthermore, a jet plane cannot land at the Airport right now because of the problem. Carney asked if it is possible to cut out the sections and replace with concrete. Burgess advised it would cost \$5,000 each occurrence. Darrow questioned where Authority would stop cutting and just replace the runway. Grasty confirmed the aggregate is bad throughout the entire runway. Darrow explained the bad aggregate was supposed to hold the concrete together and make it stronger. Burgess advised it is like gravel now and Authority does not know the vastness of the problem. Geologist think it impacts the whole runway. In Pudenz opinion, the runway is not safe or viable, if Authority does not improve it. IDOT will not help fund the project; however, the Federal Aviation Administration (FAA) is willing to fund it. Pudenz proposed a series of projects over the next several years. It will start with the runway. FAA will fund ninety percent (90%) of the project through The Airport Improvement Program (AIP). FAA already is reimbursing Authority ninety percent (90%) through a design only grant. The total project cost for design and construction is \$3,800,000. Authority will be responsible for ten percent (10%) (\$380,000). The next project will be the apron. Authority can maintain it with crack and joint sealer for now. Burgess confirmed Yale is opting out of the Agreement because it cannot find a Board Member. The levy rate in 1989 was \$0.065 for County and \$0.135 for Cities. This generated roughly \$50,500 per year. Authority proposes a \$0.04 increase for County and \$0.08 increase for Cities. The total

proposed levy rate will be \$0.105 for County and \$0.215 for Cities. County's total cost will increase \$2.00, from \$3.25 to \$5.25, per year for a house valued at \$100,000. Said another way, the County's total cost will increase \$0.27, from \$0.44 per acre to \$0.71, per acre. The Cities total cost will increase \$4.00, from \$6.75 to \$10.75. Authority needs County and Cities to commit to these new rates, so it can prove it has the ability to cover the debt. This will enable Authority to sell bonds or get a loan. The proposed budget was used to develop the funding stream. Pudenz pointed out an airport impacts the local economy. A 2009 Iowa Aviation Economic Impact Study by IDOT showed an airport's output to the local economy is \$180,000. Furthermore, an airport is on the Top 10 list of items business look at when relocating to a community. Therefore, the local airport is important. If an ag sprayer can fly out of a local airport, it reduces the fuel as well as number of trips to reload supplies. A local ag business indicated the cost will increase six to ten dollars per acre (\$6-\$10/acre) due to flying from a farther airport. There are 240,000 crop acres in County, and if assume ten percent (10%) utilize the service, the impact to the local economy is \$144,000-\$240,000. This is income which will be spent in other communities. Pudenz explained the proposed budget. The requested debt service is needed to pay for the projects. The total net debt service coverage needs to average 1.05 to pay down the debts. This will enable the Airport to function and repay the debt. Grasty asked if Authority has plan to become self-sustaining. Burgess advised he is talking to fixed based operations (FBO's) which run operations at airports. An example is a flight school. It takes a few years to develop these. Burgess pointed out the Des Moines metropolitan area continues to expand and development is quickly approaching from the east. He assumes the Airport will continue to progress with the development. Burgess thinks the Airport will have a FBO within the next few years. A flight school with a certified instructor is a good option because there is a need for pilots. Darrow also spoke with an Iowa aviation promotion group. They discussed educational programs for young people interested in becoming pilots or just having a general interest in aviation. The hope is young people will get interested in aviation to sustain the future. The group possibly will provide rides and tutorials on aviation. A maintenance company also is looking at taking over airport operation as FBO. Authority also can schedule a flight breakfast or supper once a year. Darrow extended an offer for Supervisors to tour the Airport. Darrow pointed out there is a nice office, but the greatest assets are the buildings. Authority does need to address the poor drainage. The runway project will provide new drainage. The plan is to construct the runway so it can be expanded to 4000 feet by seventy-five feet (4000'x75'). The runway project will include the installation of new lighting. The new concrete will have better longevity. It will be like a new airport. This also will draw people to the airport because people will come simply to see the new runway. Pilots just need an excuse. This possibly could trigger an increase in fuel sales which are not stellar at this point. Authority just needs to get over the runway project hurdle. Grasty inquired if Authority is planning for an impact on business and growth. Roger Underwood spoke about the creation of the original Authority. The entities jumped on project in 1989. He pointed out Burgess as well as Dr. David Ahrens procured revenue from FAA. He pointed out the Airport has helped economic development for the past twenty (20) years. In Underwood's opinion, there is not a strong economic development program without a strong airport. He acknowledged Yale leaving the Authority will increase the other shares. In the grand scheme, it is just a few dollars per household. Andrew Randol with PRIDE stated the Airport is important from a business and education prospective. He suggested Supervisors speak with other counties which may or may not have an airport. He acknowledged the Airport is in a transition stage since Brokers International left the area. In his opinion, County needs an airport, but entities must decide how it will make sense to fund it. He acknowledged the development creeping from the east. It will come over time, so County just needs to be patient. Randol does not claim to understand how Supervisors set the County's Budget. He sees a value in having the Airport. Clark advised his company is growing and adding employees as well as assets on a yearly basis. He bought his first plane in 2007. Currently, he anticipates purchasing a large plane which will carry eight to nine (8-9) passengers before the end of the year. His business takes him all over the United States (US), and not all places have a good airport. In Clark's opinion, the Airport has a good foundation with its buildings. He thinks the County is crazy if it does not contribute funding. The Airport is a great resource and has the potential to be a good airport. There are plans to expand the runway and bring in different types of planes. The Airport allows Clark to fly his crews home for the weekend and holidays. The Airport is essential to his business. Pudenz mentioned AirNav.com has statistics regarding airports around US. There are approximately fifty-three (53) operations per week flying into and out of the Airport. This is over 2,700 operations per year. Darrow spoke with Landus Cooperative about ag spraying in Audubon County. A low estimate indicates an operator can spray 2,500 acres. The main concern is the runway. When a plane costs \$1,000,000 a business cannot afford to land it on bad runways. Darrow also anticipates an increase in cover crop application during the fall. There are currently three (3) different operations running out of the airport. Helena uses the airport even though they have a helicopter. Other planes use the airport as a layover because of its proximity to Interstate 80. People do not realize what goes on at the Airport. Burgess currently is listed as the Airport Manager.

He spends numerous hours each week dealing with calls due to the condition of the runway. Burgess is there every two (2) days working on issues. Dr. Ahrens used to inspect the Airport on regular basis. Darrow thinks having an airport is worth ten percent (10%). According to Parker, Panora sees an economic benefit to having the Airport. He acknowledged Panora reduced its levy to \$0.065 after 2004. The proposed agreement creates a three (3) tier system in the County. The participating Cities will pay \$0.215 and County will pay \$0.105 while other Cities will not contribute to the Airport. Parker pointed out the County has a large population of low to moderate income families. In addition, the new 28E Agreement For Use Of The Guthrie County Solid Waste and Recycling Agency will have an impact. In Parker's opinion, it will be a tough sell from the City's prospective because Panora will pay twice as much as County. He wants to make it more even. In Grasty's opinion, the residents at Lake Panorama will be hit hard due to higher valuations in addition to the farmers who own the majority of the land acres within the County. Burgess stated the reason why the Cities pay more is because the calculation is based on a per capita rate. The issue boils down to the number of acres versus the value of the homes. Kunkle advised Guthrie Center donated the original building. Since then, the Authority erected eight (8) or nine (9) new hangars, so there has been growth. People use the Airport, and he thinks it is a tremendous asset for the County. He does not want to see it go away and thinks the Cities as well as County need to support it. He advised Guthrie Center is strongly for it. Grasty stated he spoke with many people about the matter, and everyone agrees the County needs the Airport. Multiple comments addressed the increased cost of spraying. Midwest Partnerships also has questions about an airport in its information to promote economic development. The Airport is a valuable asset when courting potential businesses. Wolfe inquired, on behalf of the Guthrie City Council, why the initial levy ratio was two to one (2:1) in the original agreement. Burgess advised the ratio was based on valuations. Council also wants to know who will account for the funds. Burgess advised Authority has a Treasurer who is responsible for accounting for the funds. Dr. Ahrens was the Treasurer for the past twenty (20) years and kept meticulous records. Levis, the new Treasurer, stated FAA will audit the Authority, so he must account for every penny. FAA will not release the grant funds until the successful completion of an audit. Council's other big question is who uses the Airport? In particular, what is the ratio of businesses to individuals? Levis replied the Airport benefits the ag sprayers most. At this time, he cannot put numbers to impact of economic development other than economic benefit of ag spraying. According to Iowa Aerial Agricultural Sprayers Association flying from distance will add three dollars per acre (\$3/acre). The economic impact only is part of the problem. The sprayer cannot fly as many sorties in a day, if it flies from farther away. Sprayers will charge more to make up the increased expenses triggered by the distance and lost sorties. Therefore, the Sprayers will charge an extremely high price per acre or there will be no operators willing to spray in the County, if there is no local airport. In Levis' opinion, ag spraying is a very valuable economic resource. Dickson inquired about the ratio of business to private. Darrow replied the percentage of private use is low because only select groups of people fly. In his opinion, everyone benefits from the Airport. According to Levis, the overwhelming use is business because of ag spraying; however, the ag use spans and intense two (2) months. Therefore, the primary use is business. Levis pointed out the website data is low because it is based on filed flight plans. Dickson asked if Authority approached the other Cities. Darrow confirmed Yale is opting out of the Authority. He acknowledged the frustration with other Cities not financially supporting the Airport. Underwood advised they approached all the Cities in 1989 and Guthrie Center, Panora and Yale were the only interested Cities. Burgess assumed this was due to the proximity to the Airport. Since the Iowa Code requires a City to appoint a representative to the Authority and Yale cannot find an appointee, it is withdrawing from the Authority. Per Dr. Ahrens, Guthrie Center and Yale provided the most support. Yale always paid faithfully. Dickson pointed out County commits the entire rural area to fund the Airport, but certain Cities are not a part of it. Darrow thinks this is an issue between the Counties and Cities. Darrow is willing to make an effort to contact the Cities. Clark concurred Guthrie Center and Panora are more willing to pay because of proximity to the Airport. In Clark's opinion, rural area of County should pay more because of ag spraying. Furthermore, he believes economic development will support it. Supervisors need to look toward the County's future. Studies show businesses willing to move are looking for areas with an airport. Parker pointed out Lake Panorama has grown and changed the rural dynamic, so it is worth more than Cities. In his opinion, Panora cannot justify charging double. The rate should be even across the entire County. Carney talked about the likelihood that the southern and western areas of the County will use the Airport. In his opinion, it depends on where citizens do business. The ag spraying may come from area around the Cities of Adair or Stuart. He expressed concerns about selling the project to residents in his District. In Grasty's opinion, Supervisors need to look at best interest of entire County. Carney stated he considers the whole County but realizes the people in his District may be least likely to use it. Dickson suggested the rural areas around the Cities not supporting the Airport should not be taxed for it. Levis assumes those city residents also own agricultural land within County, so they will be taxed too. In Dickson's opinion, all rural citizens are being forced to support the Airport through taxes. Auditor

pointed out County only provides \$20,000. The proposed budget reflects \$40,000, so Authority actually wants County to increase its regular contribution to \$40,000. Burgess advised County has contributed more over the years. Lately, Authority had to beg County for the \$20,000 contribution every year. He acknowledged the levy agreement expired in 2004; however, County should have continued to pay no less than the old levy rate. He also acknowledged the other entities are not paying at the same rate set by the original agreement. The original levy provided a set standard; even if the entities did not contribute accordingly every year. Burgess admitted the Airport has run smoothly with the current contributions. In fact, Panora only recently levied \$0.135. Dickson pointed out County adhered to 28E Agreement until the term for the levy rate expired per the Agreement. Dickson concurred with Auditor that County never adopted a new Agreement. Grasty questioned the status of the Agreement if County did not renew it. Curt Thornberry, Panora City Councilmember, questioned whether Yale should be allowed to withdraw; especially, if there still is outstanding debt. Burgess stated Authority is researching issue and trying to understand the status of Yale. He thinks Yale officially will not be a member of the Authority after publication of the notice and a vote by the Yale City Council. Burgess stated the initial planning stage was paid from Authority funds. Therefore, if Authority does not go forward with the project the money was spent for nothing. Authority opted to start planning because it had to happen at some point. He cannot imagine letting the Airport go away if the match only is ten percent (10%). Dickson stated he never said the Authority should not do the project and he does not want to lose the Airport. According to Pudenz, County will need to contribute \$45,000 until 2035. Kunkle pointed out the levy will generate the funds, and it will not impact the General Funds. Dickson inquired about other options. Burgess stated all three (3) entities could contribute a \$125,000 or a portion of the match in a lump sum. Another option is a per capita rate to proportion it the same. Dickson pointed out there are business benefiting from the Airport. Darrow replied there are no user fees. Levis compared using the Airport to driving on the highways. Dickson countered with the gas tax. He also stated he owns a business and does not ask the County for financial support. Pursuant to Grasty's question, Levis advised the City of Audubon and Audubon County support the Audubon Airport. He added the Guthrie Airport is closer to being self-sustaining than the Audubon Airport due to the hangar space. Audubon also has less agriculture. A higher percentage of its budget comes from the entities. The entities also pay for special projects. Darrow pointed out pilots will pay \$600 every six (6) months to keep a hangar. Grasty inquired if there is space for additional hangars. Burgess state Authority can erect a couple more building without buying additional land because Authority still owns a small piece of ground. Burgess talked about the location and arrangement of the hangars. There is cold storage space. Authority leaves one hangar open for transit airplanes to park overnight. Rental costs \$100-\$130 per month depending on the size of the hangar. Burgess mentioned Authority bought Brokers' hangar for \$50,000. Burges reiterated Authority needs financial support for this big project as well as a new agreement which runs until 2035. If County does not provide financial support, the Airport will be shut down. Burgess acknowledged County may not be in favor of it now, but the Airport maybe utilized more in future. Pudenz pointed out Authority has positive balance sheet now, so County may revert to the previous levy after this big project. He anticipates a fifteen (15) year loan. Parker pointed out Authority will create another big problem in the future, if it goes back to not planning for the next runway. Clark assumes this runway will last longer. Levis confirmed FAA requires a specific type of concrete with an adjusted aggregate to cement mix. It withstands drainage issues and weather cycles which are hard on a runway. The latent defect was in the previous concrete, and there were no signs of it for the initial fifteen (15) years. The problem became obvious when the concrete started to break apart. The new runaway will last forty (40) years, but the loan only will be fifteen (15) years. Burgess acknowledged there will be other projects and maintenance cost. Prudenz confirmed Authority cannot move forward with project if there is no local match; even, if Authority bids it. Funds will go back to FAA. Furthermore, it will not work to do the project over a period of time. Authority runs the risk of not being included in National Plan of Integrated Airport Systems (NPIAS), so Authority will not receive federal funds in the future. Pudenz confirmed the projected useful life of a runway is thirty to forty (30-40) years. Clark pointed out the current runway lasted thirty (30) years, and the new runway should last longer with good drainage and concrete. Carney inquired about how Cass County paid for its new airport. Pudenz assumes through FAA. Authority also applied to another program which will cover the entire cost. FAA does see the value in continuing to support local airports. Burgess thinks most new projects utilize the ten percent (10%) match. This is how the City of Waverly funded its airport. Parker suggested the entities meet to discuss the proposed agreement. Panora cannot adjust its levy under its current ordinance. Parker wants to finalize the numbers before the City sets its Fiscal Year 2019-2020 Budget. Grasty concurred with Parker. Burgess emphasized the entities need to reach a decision quickly. Levis stated the Authority's attorney drafted a new agreement. Dickson asked if a new agreement is necessary. Parker explained the City's Ordinance must match the agreement since previous levy rate expired in 2004. Guthrie Center and Panora utilize a special aviation authority levy which is authorized by an ordinance. Auditor advised County's contribution is

part of Fund: 0011 - Rural Services. Pursuant to Dickson's question, Levis advised the agreement provides a bank with proof of a guaranteed funding stream. Parker pointed out the 28E Agreement provides the basis for the Authority. In his opinion, if an entity does not sign the agreement, it has no representation on the Authority Board. There was a brief discussion about a possible schedule for adopting the new agreement. Pudenz state he wants to bid the project in March 2019. Therefore, Supervisors need to adopt the new agreement no later than February 2019. Roger Underwood stated it looks like County is trying to avoid contributing and push it to others. Furthermore, Supervisors represent the entire County and are fools if they let the grant slip through their fingers. Grasty countered with County possibly contributing a lump sum (\$144,000) which Authority can use as they need it. Darrow inquired about the proceeds from the wind turbines. Carney advised those funds are part of Tax Increment Financing (TIF) which is committed to a road and bridges. Barry Monaghan, Chief Business Development Officer, Guthrie County State Bank, explained the TIF. Pursuant to Lloyd's question, Darrow confirmed ag sprayers pay no more than other users. Any user can land as many times as needed at the Airport. According to Darrow, airports throughout US do not have user fees for small planes. FAA receives funds through taxes on tickets and fuel. Pursuant to Lloyd's question, Burgess explained Authority does not sell jet fuel because it has a short shelf life. Authority cannot carry it over from season to season. Darrow stated Authority considered selling jet full, but most small airports do not sell it. Aviation fuel has a longer shelf life, so Authority can purchase and store it for quite a while. Authority has a 1,200 gallons tank and purchases 1,000 gallons at a time. Dickson commented the spraying in his area is done by helicopters or planes flying out of Cass County. Supervisors took the matter under advisement and will make a decision at a later date.

The Fiscal Year 2020 Budget request was included with the runway project update.

Authority Board submitted a proposed 28E Agreement after the project update but did not discuss it with Supervisors.

Dickson left the meeting at 12:00 p.m.

Motion by Lloyd second by Rutledge to approve the Minutes from 11 December 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 5 December 2018 – 18 December 2018 in the amount of \$779,021.82. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 18 November 2018 – 1 December 2018 as well as the County and Assessor Payroll Reports for 24 November 2018 – 7 December 2018.

Grasty confirmed Supervisors are comfortable with offering the new Human Resources Director candidates a salary range of \$50,000 to \$75,000. Grasty expressed concerns about losing a qualified candidate due to an inadequate salary.

Rutledge passed around a proposal from the Adair/Guthrie County Emergency Management Commission meeting regarding the new part-time position.

Carney briefed Supervisors about the Heart of Iowa Region Board Meeting. The Region needs to stop the bleeding. In particular, they need to address the problems with the current budget as well the additional costs to support the Woodward Treatment Facility.

Supervisors thanked Rutledge for his eight (8) year of service to Guthrie County.

There being no further business to come before the Board at this time, the Board adjourned at 12:51 p.m. until its regularly scheduled meeting on Wednesday, 2 January 2019. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

2 January 2019

The Guthrie County Board of Supervisors met this 2nd day of January, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 2 January 2019.

Motion by Grasty second by Carney to appoint Lloyd as Chair of the Board of Supervisors for 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to appoint Dickson as Vice-Chair of the Board of Supervisors for 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to approve the following paid holidays for 2019:

Memorial Day: Monday, 27 May 2019

Independence Day: Thursday, 4 July 2019

Labor Day: Monday, 2 September 2019

Veterans Day: Monday, 11 November 2019

Thanksgiving Day and the Day After: Thursday, 28 November 2019 and Friday, 29 November 2019

Christmas Eve and Christmas: Tuesday, 24 December 2019 and Wednesday, 25 December 2019

New Year's Day: Wednesday, 1 January 2020

Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Kuster to appoint Lloyd, Grasty, and Auditor to Region XII Council of Governments. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors briefly discussed the official newspapers for Guthrie County. Herald Publishing reported 426 county residents subscribe to the Guthrie County Times Vedette. Central Iowa Publishing, Inc. reported 714 county residents subscribe to The News Gazette. Motion by Carney second by Grasty to designate the Guthrie County Times Vedette and The News Gazette as the official newspapers for Guthrie County per Iowa Code Section 349. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Kuster to reappoint Steve Stringham, Supervisor, Guthrie County Integrated Roadside Vegetative Management (IRVM), as the Guthrie County Weed Commissioner. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Kuster to reappoint Darcia Robson as the Guthrie County General Relief Director and the Veteran Affairs Administrator for Guthrie County. Motion carried on a vote: Ayes: 5 Nays: 0. Robson requested the Supervisors acknowledge the Guthrie County Veteran Affairs Board Members in the minutes of the annual appointments. The Members are Barry Chalfant, Steven James and Karen Rosenbeck.

Motion by Grasty second by Carney to appoint Kuster as the representative and Grasty as the alternate representative to the New Opportunities Alcohol & Drug Treatment Unit. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors briefly discussed the appointment to Partnership for Families. Grasty advised the group wants Supervisors to appointment a member of the public. They also prefer a male to maintain gender balance per Iowa Code Section 69.16A. This group provides funding to the Guthrie County HOPES, Babies Nest, and other similar programs for Audubon and Guthrie Counties. The County previously did not have a representative. The group meets once a month on a Friday. Dickson wants to find an individual involved with young children, but it is difficult to find this type of

person who can attend a meeting during the day. Dickson is willing to do it until Supervisors can find a representative. In his opinion, County needs a representative to ensure the funds continue to flow to the County. He confirmed none of the Guthrie County Board of Health Members, other than him, are willing to serve as a representative. Motion by Kuster second by Grasty to appoint Dickson as the Guthrie County representative to Partnership for Families. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to reappoint Dickson to the Fifth Judicial District Department of Correctional Services, Board of Directors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to appoint/reappoint Dickson, Lloyd, and Kuster to the Guthrie County Planning Board and to serve on the Guthrie County Public Safety Commission. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Kuster to reappoint Grasty as the representative and appoint Dickson as the alternate representative to the Midwest Partnership Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Dickson to reappoint the Midwest Partnership Director, Sarah Gomez, to the Enterprise Zone Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to reappoint Kristine Jorgensen, Guthrie County Historical Village Curator, to the Western Iowa Tourism Region. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to appoint Kuster to the Adair/Guthrie County Emergency Management Commission. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Kuster second by Grasty to reappoint Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, and Marty Arganbright, Guthrie County Sheriff, to the South Central Regional E911 Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Kuster to reappoint Grasty to the Decategorization Governance Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Kuster to reappoint Carney as the representative and Dickson, as the alternate representative, to the Heart of Iowa Region Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Dickson to reappoint Carney to the Hungry Canyons Alliance. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to reappoint Dr. Josh Strehle as the Guthrie County Medical Examiner. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors briefly discussed appointments to the Guthrie County Board of Health (BoH). Dickson confirmed Dr. Steve Bascom will accept reappointment to BoH. Dickson presented a list of nurse candidates willing to serve on BoH. The new appointee will replace Teresa Mowrer, who opted not to seek reappointment to BoH. Arber confirmed all the candidates are qualified and willing to serve on BoH. Dickson advised the current composition of BoH is three (3) men and two (2) women. The new appointee must be a nurse and preferably a woman. Supervisors briefly discussed the candidates. Motion by Grasty second by Kuster to appoint/reappoint Marcia Lewis and Dr. Steve Bascom to the Guthrie County Board of Health for a term of three (3) years ending 31 December 2021. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to appoint Brenna Bird, Guthrie County Attorney, to the Guthrie County Involuntary Hospitalization Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors briefly discussed appointment to the Guthrie County Zoning Commission. Dickson received negative feedback about daytime meetings. Supervisors want to speak with Chris Whitaker, Guthrie County Zoning

Administrator, about meeting at night, when people are not at work, so the Commission Members as well as the public can attend the meetings. Grasty concurred it is a problem for citizens who work regular business hours. Dickson pointed out it is hard to find qualified appointees; especially, if the meetings are during the day. Auditor will contact Whitaker to schedule his appearance at a regularly scheduled Guthrie County Board of Supervisors Meeting. Motion by Grasty second by Kuster to table appointment of a new member to the Guthrie County Zoning Commission for a term of five (5) years ending 31 December 2023. Motion carried on a vote: Ayes: 5 Nays: 0.

Per the aforementioned discussion, Supervisors opted to table the appointment to the Guthrie County Zoning Board of Adjustment. Motion by Kuster second by Carney to table appointment of a new member to the Guthrie County Zoning Board of Adjustment for a term of five (5) years ending 31 December 2023. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors briefly discussed appointment to the Guthrie County Conservation Board (GCCB). Grasty spoke with Scott Stanley and verified he is willing to serve on GCCB. Grasty received positive recommendations on Stanley's behalf from several people. Motion by Grasty second by Lloyd to appoint Scott Stanley to the Guthrie County Conservation Board for a term of five (5) years ending 31 December 2023. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors briefly discussed appointment to the Guthrie County Regional Airport Authority Board. Dickson questioned if Supervisors have the power to reappoint William A. Darrow. Auditor advised the 1989 Agreement Creating the Guthrie County Regional Airport Authority as well as the accompanying Ordinance No. 7, An Ordinance Authorizing the County to Join Membership in the Guthrie County Regional Airport Authority and Fixing Participation Provisions and Financial Contributions were never repealed, so Supervisors probably are entitled to reappoint Darrow. She acknowledged the original levy rate set forth in the Ordinance expired at the end of Fiscal Year 2004. Auditor advised the new Guthrie County Attorney needs to review these documents and clarify the situation before Supervisors take any action. Motion by Dickson second by Grasty to table reappoint of William A. Darrow to the Guthrie County Regional Airport Authority Board for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the list of expired Guthrie County Township Trustee and Clerk appointments. The Board made the following motions to reappoint Guthrie County Township Trustees and Clerks:

Motion by Grasty second by Kuster to reappoint Kevin Wirt as Cass Township Trustee for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Kuster to reappoint Sydney Henderson as Cass Township Clerk for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Carney to reappoint Randy Dvorak as Dodge Township Trustee for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Grasty to reappoint Julie Burkhardt as Dodge Township Clerk for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Carney to reappoint Don McCool and Steven Schwartz as Highland Township Trustees for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Carney to reappoint Cindy Kinnick as Highland Township Clerk for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Kuster second by Carney to reappoint Kyler South as Orange Township Trustee for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Grasty to reappoint Sara South as Orange Township Clerk for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Grasty to reappoint Warren Gilman and Robert Harvey as Penn Township Trustees for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Grasty to reappoint Martin Doud as Penn Township Clerk for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Carney to reappoint Patti McAndrews and Laverne Tibben as Stuart Township Trustees for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Grasty to appoint Michael Egger as Stuart Township Clerk for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Carney advised he is trying to contact Harold Rochholz regarding reappointment as Thompson Township Trustee. Motion by Grasty second by Carney to table appointment of a new Thompson Township Trustee for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Carney advised he is trying to contact Joyce Rochholz regarding reappointment as Thompson Township Clerk. Motion by Carney second by Kuster to table appointment of a new Thompson Township Clerk for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to reappoint Mike Willenborg as Victory Township Trustee for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Kuster to reappoint Connie Buttler as Victory Township Clerk for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to reappoint the Board of Supervisors over the land at the Guthrie County Farm, Courthouse Grounds, Sanitary Landfill/Transfer Station, Secondary Roads Department Buildings and Public Health Buildings for 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to authorize the Chair of the Guthrie County Board of Supervisors and the Guthrie County Auditor to execute leases and deeds on behalf of Guthrie County for 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Kuster to authorize the Guthrie County Auditor to purchase supplies for the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to appoint the Chair of the Guthrie County Board of Supervisors as the Board's representative on the Guthrie County Risk Management Committee. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Grasty to authorize Chair of the Guthrie County Board of Supervisors to approve emergency expenses. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors briefly discussed the mileage reimbursement rate for Guthrie County employees as well as which County employees receive mileage reimbursements. Motion by Carney second by Grasty to approve the mileage reimbursement rate for Guthrie County employees at 49.3 cents per mile (\$0.493/mi) which is eighty-five percent (85%) of the 2019 Internal Revenue Service mileage rate. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Grasty to reappoint Joshua Sebern, Guthrie County Engineer to the Intermodal Surface Transportation Efficiency Act (ISTEA) Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors inquired about the Certificates of Assessment for the centrally assessed utilities in Guthrie County. Auditor explained the Iowa Department of Revenue (IDR) centrally assess all utilities and railroads, so the assessments are uniform across the State. Motion by Grasty second by Carney to approve the Certificates of Assessment for the centrally assessed utilities in Guthrie County as certified by the Iowa Department of Revenue and authorize the Guthrie County Auditor to disperse same to the appropriate taxing districts. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed the regularly scheduled meetings. The Supervisors talked to other County Supervisors, and the consensus is most Counties just meet once per week. Several County Supervisors commented they hold additional work sessions, as necessary, to deal with issues like the budget. Grasty stated he wants to reinstate two (2) meetings per week, so Supervisors are available to the public. Motion by Dickson second by Carney to set the Guthrie County Board of Supervisors' regularly scheduled meetings at 9:00 A.M. on Tuesday and Thursday from 2 January 2019 to 31 March 2019 and on Tuesday from 1 April 2019 to 31 December 2019 in the Supervisors' Meeting Room at the Guthrie County Courthouse with any changes posted on the Agenda. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Lloyd, Kuster) Nays: 1.

Supervisors reviewed Resolution 19-14: Resolution Appointing Members of the 2019 Compensation Commission. Said Resolution annually appoints not less than twenty-eight (28) residents of the County and places their names on a list of eligible individuals to serve as members of a compensation commission in Eminent Domain proceedings in accordance with the provision set out in Iowa Code Section 6B.4. One-fourth of the persons appointed shall be owner-operators of agricultural property, one-fourth of the persons appointed shall be owners of city property, one-fourth shall be licensed real estate salespersons or real estate brokers, and one-fourth shall be persons having knowledge of property values in the county by reason of their occupation, such as bankers, auctioneers, property managers, property appraisers, and persons responsible for making loans on property. The complete list of appointees is set forth in the Resolution. Motion by Grasty second by Dickson to approve Resolution 19-14: Resolution Appointing Members of the 2019 Compensation Commission. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Auditor presented Resolution 19-15: Resolution Authorizing the Guthrie County Auditor to Pay Fixed Charges and Other Claims per Iowa Code Section 331.506 Without Prior Approval by the Guthrie County Board of Supervisors. Said Resolution authorizes the Guthrie County Auditor to issue checks to make payments for fixed charges, claims for employee prescription and health insurance as well as claims with a due date before an upcoming Accounts Payable date without prior approval of the Supervisors during 2019. Furthermore, the Resolution mandates the Guthrie County Auditor shall comport with all provisions of Iowa Code Section 331.506 when making such payments. Finally, the Resolution authorizes said process to commence upon approval of this Resolution. Iowa Code Section 331.506(3) states the Board, by resolution, may authorize the auditor to issue checks to make the payments without prior approval of the board for fixed charges including, but not limited to, freight, express, postage, water, light, telephone service or contractual services, after a bill is filed with the Auditor. Iowa Code Section 331.506(4) mandates the bills paid under Iowa Code Section 331.506(3) shall be submitted to the Supervisors for review and approval at its next meeting following the payment. In addition, the action shall be recorded in the Supervisors' Minutes. An officer certifying an erroneous bill or claim against the county is liable on the officer's official bond for a loss to the county resulting from the error pursuant to Iowa Code Section 331.506(5). The Resolution address those times the Guthrie County Auditor must issue checks when the Supervisors are not in session because the payment of a claim is due before an upcoming Accounts Payable date. Motion by Dickson second by Grasty to approve Resolution 19-15: Resolution Authorizing the Guthrie County Auditor to Pay Fixed Charges and Other Claims per Iowa Code Section 331.506 Without Prior Approval by the Guthrie County Board of Supervisors. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Supervisors reviewed Resolution 19-16: Resolution Giving the County Engineer the Right of Final Acceptance. Said Resolution designates, authorizes, and empowers Josh Sebern, County Engineer for Guthrie County, to execute the certification of completion of work and final acceptance thereof, on behalf of the Board of Supervisors, in accordance with plans and specifications therefore, in connection with all farm to market construction projects. Motion by Grasty second by Carney to approve Resolution 19 -16: Resolution Giving the County Engineer the Right of Final Acceptance. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Auditor submitted Resolution 19-17: Construction Evaluation Resolution (Master Matrix for Large Animal Confinement Operations). Said Resolution enables the Guthrie County Board of Supervisors to use the master matrix to evaluate applications for construction permits for large animal confinement operations pursuant to Iowa Code Section 459.304(3). Said Iowa Code Section sets out the procedure if Supervisors wish to adopt a “construction evaluation resolution” relating to the construction of a confinement feeding operation structure. Only Counties that have adopted a construction evaluation resolution can submit to the Iowa Department of Natural Resources (IDNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure. Furthermore, only Counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the IDNR’s decision regarding a specific application. By adopting a construction evaluation resolution, the Supervisors agree to evaluate every construction permit application for a proposed confinement feeding operation structure received by Supervisors between 1 February 2019 and 31 January 2020 and submit an adopted recommendation regarding that application to the IDNR. Supervisors must conduct an evaluation of every construction permit application using the Master Matrix created in Iowa Code Section 459.305, but Supervisors’ recommendation to the IDNR may be based on the final score on the Master Matrix or may be based on reasons other than the final score on the Master Matrix. Motion by Carney second by Grasty to approve Resolution 19-17: Construction Evaluation Resolution (Master Matrix for Large Animal Confinement Operations). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

There was no discussion about any county projects.

Sheriff Marty Arganbright, Guthrie County Sheriff, and Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, joined the meeting to present the Guthrie County Jail Needs Assessment. Chief Deputy Jeremy Bennett, Deputy Michael Herbert, Deputy Jesse Swensen, and Leora Laughery, Guthrie County Sheriff Department Civil Clerk also were present for the discussion. Lewis provided an informational handout. He began with an update and refresher. Supervisors charged him to look at renovating the lower level of the Guthrie County Courthouse to determine if he can make a new jail work inside the existing building. The main focus of the last discussion was either doing nothing or building an addition. The total space needed is 14,600 square feet. The estimated cost for an addition of this size is \$7,225,000. An addition is Sheriff’s preferred option. Lewis created a floor plan for the lower level. He is able to get twenty (20) beds in the space. He originally projected the new jail will need twenty-four (24) beds; however, there is not enough width in the lower level to include twenty-four (24) beds. The floor plan includes a dorm for six (6) inmates along with two (2) cells for four (4) inmates and one (1) cell for (6) inmates. These cells will be wrapped around a control point. The Guthrie County Dispatch Center will be housed in the same location as the control point. The new intake and booking area will be in the middle. Lewis incorporated a lower level lobby with access from the external stairs. It will include a visitation space. The plan includes two (2) holding cells, but Sheriff requested four (4) cells. A new elevator will bring arrestees down from the new sally port located on the northeast side of the building. Pursuant to Grasty’s question, Lewis advised a new elevator will cost \$105,000. Lewis advised the new elevator also will extend to second (2nd) floor to access the Courtroom. Lewis explained the sally port entrance. There will be an exercise yard by it. The new plan also relocates the administrative area. The public elevator and boiler room will remain in the current locations. Lewis anticipates the installation of new mechanical equipment as well as fire sprinklers throughout the entire Courthouse. The plan also requires new public restrooms on the main floor. He will add more fixtures, so the restrooms are Americans with Disabilities Act (ADA) compliant. Lewis explained he will remodel the area outside the new elevator on the 2nd Floor to reconfigure a secure connection to the Courtroom Suite. The plan works as long as the County is willing to settle for twenty (20) beds. The problem is there is no way to expand or add-on in the future. Grasty confirmed the County has to build a new structure if it wants a facility larger than twenty (20) beds. Grasty inquired about the maximum number of beds currently needed in the Jail, and how many inmates are housed in other jails. Sheriff advised the Jail was full this weekend. Herbert took three (3) inmates to Adair County and one (1) female to Dallas County. At this time, there are (3) female inmates being housed in the Jail. Sheriff stated he has housed up to eighteen (18) inmates, at a single time, in the past. Lewis discussed the cost calculations. The estimated cost of the renovation is \$5,998,000, so it saves \$1,200,000. A drawback is Sheriff must house all of the inmates at another jail during the demolition and

construction. The construction window is sixteen (16) months. The estimated cost to house inmates is seventy dollars per day (\$70/day). If there are fifteen (15) inmates in custody the displacement cost, including transportation (\$383,250), will be \$509,733. In addition, Lewis estimates it will cost \$74,480 or fourteen dollars per square foot (\$14/sf) plus utilities and furnishings to relocate the 4,000 square foot administrative area to a temporary location. The total estimated cost to temporarily relocate the Sheriff's Office during construction will be \$585,000. Therefore, the total savings for the renovation plan is roughly \$500,000 to \$625,000. Lewis reconsidered the new addition and reduced it to 14,000 square feet. In turn, it dropped the estimated cost to \$6,775,000 for a savings of \$450,000. In the revised plan, Lewis reduced the administrative area to 2,000 square feet from 2,100 square feet. He also reduced the intake area by 200 square feet as well as the Dispatch Center by 700 square feet. This provides another option for the cost model. In Lewis' opinion, the revised addition will accommodate the future, long term needs of the Jail. Grasty emphasized he does not want Sheriff's Office to outgrow the addition and need to expand again in the immediate future. In Lewis' opinion, the revised addition is a thirty (30) year solution. The renovation is a ten (10) year or less solution. Dickson questioned the projections which show nineteen to twenty-one (19-21) beds for thirty (30) years. Lewis explained nineteen (19) beds is the projected, average daily population. Therefore, he must include additional beds for peaking and classification. The State of Iowa requires a minimum of five (5) classification units. In order to separate inmates correctly, the Jail must have extra beds. Jail Standards do not permit Sheriff to fill every bed, every day. There needs to be some flexibility for classification and safety purposes. Lewis pointed out the peak number is twenty-four (24) beds by 2048. Lloyd inquired about staffing requirements. Lewis replied Sheriff will need additional staff, if the County renovates the lower level. This plan requires three (3) additional staff for two (2) separate locations plus a floater. Sheriff emphasized he is in violation of current Jail Standards for using Dispatchers as Jailors. Pursuant to Carney's question, Lewis explained the Courthouse does not have to be updated in order to build the Addition. The new construction will stop at the edge of the existing building. Lloyd pointed out Carroll County is the same way. The elevator between the structures means there is no reason to update the Carroll County Courthouse. Lewis has not created a layout or floorplan for the new addition. The layout is part of the next phase. The only reason he did a floor plan of the renovation is to answer Supervisors' questions. Lewis confirmed the new addition will have a drive thru sally port with access from the street along the north; however, the renovation only will have a single entrance sally port due to site constraints. Lewis still needs to work out details, but he anticipates the drive thru sally port will be located along the edge of the new addition with an elevator as well as the new addition between the existing building and the sally port. Lewis confirmed the sally port for the new Carroll County Jail is under the building due to site and slope issues. The bed count in the new addition still will be twenty-four (24). Grasty asked Sheriff for his opinion. Sheriff stated he wants more inmate space versus administration space. He insisted the Dispatch Center have the necessary space to do its job. He expressed concerns about where he will relocate the Dispatch Center during the renovation. Sheriff assumes Dallas County may have to temporarily dispatch because there is no place to relocate the Dispatch Center. He talked about the 100 warrants and advised he is unsure what impact the new Guthrie County Attorney will have on the subject. Sheriff stated it is not getting better. Rather, it is getting worse. Pursuant to Grasty's question, Lewis advised Sheriff's Offices typically serve the outstanding warrants after building a new jail and then settle into a new normal. Sheriff pointed out the Jail was empty, at times, ten (10) years ago but not now. Lloyd inquired about the typical length of an inmate's stay. Herbert advised there are several inmates serving three (3) months. He pointed out an offender's bond increases when the person reoffends, so the stay is longer. Recently, an inmate stayed for fifteen (15) months. There also was an inmate, a resident of Polk County, which stayed for eight (8) months. Sheriff advised inmates are more difficult to classify and stays have become longer. There was an inmate which stayed for thirteen (13) months in the general population. Lewis advised the average length of stay in similarly sized counties is eighteen (18) days. This covers the longest to the shortest stays. Lloyd confirmed the more times an inmate is arrested the longer the inmate will stay in the Jail. Carney inquired if there is a contingency, such as ten percent (10%) built into the cost, to account for overages. In short, is there a possibility the County may save money or will they spend all of it? Lewis advised the estimated cost for construct is \$5,880,000 with a ten percent (10%) contingency since it is early in the design process. Lewis will narrow down the costs as he proceeds through the design process. There also is a five percent (5%) construction contingency to account for any change orders. The total estimated contingency is \$900,000 in a \$7,200,000 project. Lewis stated Shive's change order rate is two percent (2%). Constructors want a five percent (5%) contingency; especially, in the early juncture of the process. Extra funding is built into the project, but it does not mean the designer has to spend all of it. Lewis wants to provide realistic numbers, so there is no surprise in the future. Lewis explained the fees and contingency. The lowest estimated cost is \$6,400,000. It may be five percent (5%) higher if there are bad markets. Brenna Bird, Guthrie County Attorney, joined the meeting. Sheriff revisited the capacity discussion. County Attorney thinks she will make

the Jail fuller. She provided an example from her personal experience. She was the Fremont County Attorney for two (2) years. Fremont is smaller than Guthrie County and built a new jail with twenty (20) beds. In her opinion, the reason to incarcerate inmates is public safety. In particular, some drug abusers need a place to get sober before attending a rehabilitation program. Other offenders need to serve time in jail for probation violations, so there is accountability. Certain arrestees simply will reoffend if they do not remain in jail. County needs to house violent offenders, and there needs to be adequate space for it. She pointed out there are times when perpetrators of assault, especially domestic assault, need to be separated from their victims. Finally, some people just need to spend time in jail as a punishment for their crimes. Sheriff advised the Guthrie County Magistrate released arrestees in the past because there was no room in the Jail. Furthermore, some Counties will refuse to take certain inmates. Grasty verified a smaller building will work, and there is room for expansion at a later date. Grasty pointed out the Jail is approaching the twenty (20) bed capacity now. Lewis reviewed the demographics and statistics carefully, so he feels very comfortable with the twenty-four (24) bed projection. He spent a great deal of time analyzing the data. Pursuant to Lloyd's question, Lewis confirmed it is a modular configuration. There are two (2) methods for expansion of the new addition. First, the Sheriff could add a second bunk in the eight (8) person cells to get additional beds. Second, the County can add more modular cells. Lloyd confirmed any expansion will not require major construction. Lewis explained why he took the square footage out of the administrative area. In particular, he did not reduce the square footage of the jail area to preserve the area for future growth. Grasty confirmed Sheriff is willing to give up administrative space for jail space. Carney questioned the staffing numbers. Lewis explained an adjustment in the job descriptions expands the staff from the current nine (9) equivalents to twelve (12) equivalents. Sheriff pointed out this includes the Deputies performing jail duties. The staffing will be good until 2042 with ten (10) fulltime employees, and then Sheriff must increase to twelve (12) fulltime employees by 2048. It all depends on inmate population. Carney confirmed the inmate population could increase if there is more growth within the County. Sheriff assumes State will mandate a female jailor for female inmates. Therefore, he will no longer be able to use matrons. He also assumes there will need to be a jailor on duty at all times. Currently, the Dispatchers serve as jailors at nights and during the weekends. The problem is a Dispatcher cannot enter the cells, even in case of an emergency. This makes it tricky because Dispatchers currently cannot observe all areas within the Jail. Sheriff confirmed State implemented the classification rules but will not help pay for a new jail. Lloyd pointed out the decrease in mental health funding also keeps the Jail full. Carney asked about the Control Room picture. Sheriff advised Boone County has a combination Control Room and Dispatch Center. The Dispatcher can see all the inmates. The Boone County Jail was built ten (10) years ago, and the Chief Deputy said he would change some aspects of it. Dickson clarified the Sheriff's Office has nine (9) fulltime employees and will need two (2) more fulltime employees to meet the State of Iowa Jail Standards. This will not include matrons, but it does include a jailor on duty at all times. Lewis pointed out the Sheriff will not need additional employees when the County builds the new addition, if Sheriff adds the two (2) fulltime employees now. Dickson asked if there is a food service space included in the kitchen. Lewis explain the 1,000 square foot space includes storage, laundry and a place to serve meals. Sheriff talked about Boone County preparing meals on site, and the fact it saves money. Lewis advised the current cost estimate does not include a full kitchen. Forty (40) beds usually is the break point to make a full kitchen economical. Herbert pointed out it is not a huge problem now unless Guthrie County Hospital stops preparing the meals, so Supervisors should consider equipping the kitchen. Grasty questioned the cost associated with finding a new meal provider. Lewis confirmed there is space to equip a full kitchen, and it may be done in the future, if necessary, without any renovations. Lewis admitted the lack of supply may dictate the need for kitchen. John Rutledge inquired about the cost to build a jail ten (10) years ago. Lewis talk about Jasper County's Jail. It is an eighty (80) bed facility constructed ten (10) years ago for \$6,800,000. It will cost twice as much to build today. Grasty pointed out costs only increase. Lewis advised there was a construction recession in 2008-2009. The average increase was four point five percent (4.5%) over ten (10) years. The current rate is six percent (6%). As a tax payer, Rutledge appreciates the work. In his opinion, it is better to pass a \$7,000,000 bond now than a \$15,000,000 in ten (10) years. Inflation is the issue. Grasty concurred with Rutledge. Dennis Flannery inquired if the Sheriff can generate revenue by housing inmates from other Counties, if there is extra space. Sheriff confirmed he could take inmates from other Counties. Lloyd verified this is still Phase One (1) in the process. Lewis explained Phase Two (2) will answer more questions because he will layout the design and pin down the costs. Grasty verified Phase 2 will include all the drawings. Lewis explained Phase Three (3) is the bond referendum. He emphasized he is providing the best answers based on his experience. Grasty questioned if the smaller administrative space will be enough or will it need to be expanded to accommodate a full jail. In particular, can the Sheriff's Office push more work into the smaller area? Sheriff advised his office does a good job with the current space. He confirmed he will need a couple more jailors, if there are twenty-four (24) beds. Herbert currently handles an average

of ten (10) inmates, and it is a fulltime job. Bennett wants to see the plans before he offers an opinion. He did say the new jail will be better and more manageable compared to the current Jail. Dickson questioned what will happen to the vacated space and why it cannot be administrative space. In particular, does there need to be a new administrative space in the addition? Bennett pointed out it is best for the Deputies to be in the same building, if there is an incident. Lewis acknowledged some of the non-staff space, like evidence storage and records, could remain in the current building. Sheriff asked what the next step is in the process. Lewis wants to move ahead with Phase 2, but Supervisors and Sheriff need to select an option. Dickson wants to digest the information and make a decision at a later date. Grasty inquired about a timeline. Lewis replied it is predicated on when Supervisors want to hold a bond referendum election. The absolute earliest is August or November 2019. Phase 2 takes approximately (2) months, and Lewis recommends ninety (90) days to prepare for the election. At this point, Supervisors have a one to two (1-2) month window, if they plan to hold the election in August 2019. Dickson only wants a week or two (2) to make a decision. Lewis is fine with a decision within two (2) weeks. Auditor advised she did not budget for a special election during Fiscal Year 2018-2019. Lewis is willing to answer any questions. Pursuant to Carney's inquiry, Lewis explained the building does not need sprinklers, if Sheriff's Office uses the current space for storage, as long as he does not change or reconfigure it. Lewis explained the one (1) hour separation rating applies between the Jail and a "B" occupancy space. The current space is grandfathered unless the renovation triggers new standards. Sheriff suggested Supervisors consider installing public restroom on the main level, even if there is an addition. Dickson suggested an additional elevator to replace the current elevator. Lewis estimated a three (3) stop elevator will cost \$105,000. Grasty stated it may be cheaper to add the new elevator. Lewis suggested Supervisors remodel the existing shaft. Lewis is happy to return in a few weeks after Supervisors have time to digest the information. Auditor inquired about the additional fees associated with Phase 3 other than just the election. Lewis advised these costs are included in the cost estimates. Supervisors briefly discussed the need for a full-service kitchen. The Jail only is required to serve one (1) hot meal per day and two (2) sack lunches. Dickson suggested using the current space for a kitchen and laundry. In Dickson's opinion, a fulltime cook can serve three (3) meals per day. Carney likes the new elevator on the other end of the building. Supervisors briefly discussed plans including space for an elevator. Carney is in favor of having the kitchen, laundry and storage in the existing space plus hiring a cook as well as someone to do the laundry. Pursuant to Grasty's questions, Lewis replied he needs to study the design, but he thinks the building will not have to be brought to code because a kitchen can function in a "B" occupancy. Dickson questioned if it will save to remodel the existing space versus build a new kitchen. He also inquired about the need to build a new administrative space versus using the current support space. Lewis advised it is possible to take some of the non-jail support space out of the addition and leave it in the current building. Pursuant to Dickson's question, Lewis confirmed it will open space for future expansion since the cell space is modular. Kuster inquired about the minimum space requirement per inmate. Lewis advised there must be thirty-five square feet (35 sf) of unencumbered space per inmate in each cell. A two (2) person cell requires ninety square feet (90 sf) and a one (1) person cell requires seventy square feet (70 sf). If there are bunks, the minimum size is ninety-two square feet (92 sf). Lewis always plans for ninety-two square feet (92 sf) to account for expansion. The day space must be a minimum of thirty-five square feet (35 sf) per inmate. Smaller units need more space in the front to connect properly with the hall. Larger units are a more effective use of space. Lewis referred Supervisors to the space list in the prior handouts. Sheriff has the detailed list to support the chart. Lewis briefly talked about creating different layouts. Grasty confirmed the largest cost is the building and space to put the cells in it. Lewis advised the contractor will build the shell and then slide in the cell modules. The current cost of a module for a two (2) person cell is \$30,000. Grasty wants to build now when it is more economical. Lewis' goal is to do what is right. According to Lewis, the current building rate is \$400 per square feet plus the additional cost for fixtures. Carney expressed concerns about the public's opinion of new construction versus renovating the existing space. Dickson acknowledged it is not cheaper to renovate the lower level based on these numbers. Lewis impressed upon Supervisors the importance of having support staff co-located with inmates. In his opinion, the \$500,000 difference to renovate is a wash, if he can save the County \$500,000 on a new addition. Dickson emphasized the need to educate the public and have solid answers to explain why Supervisors opted to build a new addition. Lewis suggested Supervisors can find uses for the current space as long as it does not trigger bringing the building up to code. Lewis is available any time after 18 January 2019 to meet with Supervisors. Grasty thinks three (3) weeks should be enough time. Lewis will study utilizing some of the existing space in combination with a new addition during Phase 2. Supervisors will take the matter under advisement and make a decision at a later date.

Sheriff did not provide a Guthrie County Sheriff's Department update.

Motion by Grasty second by Dickson to table the Minutes from 18 December 2018 to the regular meeting on Thursday, 3 January 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to approve the Claims from 19 December 2018 – 2 January 2018 in the amount of \$171,659.93. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 2 December 2018 – 15 December 2018 as well as the County and Assessor Payroll Reports for 8 December 2018 – 21 December 2018.

There being no further business to come before the Board at this time, the Board adjourned at 12:35 p.m. until its regularly scheduled meeting on Thursday, 3 January 2019. Motion by Kuster second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

3 January 2019

The Guthrie County Board of Supervisors met this 3rd day of January, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster.

The meeting came to order at 9:00 a.m.

Brenna Bird, Guthrie County Attorney, joined the meeting to introduce herself. She has been busy since she took over as the Guthrie County Attorney a little over twenty-four (24) hours ago. Bird is working on setting up the County Attorney’s Office. She is thankful for the opportunity to serve Guthrie County. She requested a standing slot once each month to update Supervisors. She cannot talk about pending case, but she wants to maintain an open line of communication with Supervisors. Bird plans to start a County Attorney Collection Program to collect unpaid fines and court cost. The goal is to help citizens pay their court related debt, so they can reinstate their driver’s license and register their vehicles. The Program will generate some funds and help people become legal again. It will take time to setup the Program. Bird is looking forward to working with Law Enforcement to keep the County safe. She wants to utilize technology to do her job more efficiently. She needs to transition the Office from paper to a computer-based practice. Bird advised she was born in Guthrie Center and has been a lawyer for eighteen (18) years. She has done multiple things over those years. Most recently, she was the County Attorney in Fremont County. She looks forward to being the Guthrie County Attorney. Lloyd inquired about how much time she will spend in the office. Bird replied the County Attorney’s Office is a fulltime job. Resolution 19-18 allows her the ability to engage in a law practice outside of the County Attorney’s Office. If she is designated a fulltime County Attorney, she cannot accept pro bono cases. Bird explained the County Attorney workload ebbs and flows. If she is preparing for a trial, she will have less flexibility. Bird emphasized she works until the job is done. Grasty clarified the reason for the change to part-time status is so she can do pro bono work. Bird acknowledged the part-time status will allow her to do other legal work too. She assured Supervisors that she has no intention of changing her responsibilities or workload. Bird advised she did not have an Assistant County Attorney in Fremont County, so she did not maintain much of a private practice due to her workload in the County Attorney’s Office. Bird stated she will be very careful not to accept any cases which may conflict with her duties as County Attorney. Dickson inquired about pro bono cases associated with domestic abuse. Bird replied she will not accept these types of cases from within the County. She pointed out a lawyer cannot handle a civil case, if there is an accompanying criminal case which presents a conflict. She assured Supervisors she will not accept cases which pose a potential conflict and do everything she can do avoid conflicts. If a conflict should arise, she will have another County Attorney handle the criminal case. Bird pointed out she has to shift any case which poses a conflict to another County regardless, even if she is a fulltime County Attorney. Dickson verified the County

does not have to pay the other County Attorney. Bird explained there is a reciprocal way to work with neighboring Counties. It is an informal reciprocity. If the case is really large, the other County Attorney may require payment; especially if the case consumes a great deal of time. Most County Attorneys do not keep track of these reciprocal cases. Bird is willing to help other Counties and pay it forward. She assured Supervisors she is very careful with conflicts. Dickson verified there are two (2) fulltime employees plus Benton. Auditor confirmed the part-time person only worked as needed. Bird stated Benton will remain part-time. Dickson asked if she is comfortable with the staffing given the workload. Bird pointed out she did all the attorney work in Fremont County. She reiterated she works until the job is done. If crime escalates, she may need to revisit the staffing situation. Bird does anticipate a steady increase in the caseload as crime spills over from Polk County and Interstate 80. In order to transfer to an electronic practice, Bird needs an office laptop to use in the Courtroom. She also wants the ability to work from home. Furthermore, she needs a license for the Prolaw software as well as a new version of Microsoft Office. The Prolaw license will cost approximately \$400, and the new Microsoft Office software will cost \$250. In Bird's opinion, she is not asking for anything beyond the essentials for a modern law office. She explained she must stay on top of deadlines. Bird advised her staff also is researching a different photocopier. She wants a machine which can scan documents. Furthermore, she looked at the toner bills, and it seems the Office is spending a great deal of money on toner because the photocopier is old. She is considering a lease, if it is cheaper. Bird advised she does work from home at times; especially, if she is working on a legal brief because it is quiet. She may not be in the office from 8:00-4:30 always, but she will be available by phone. People will be able to get in contact with her. Bird states she looks forward to working with Supervisors. She requested they provide her sufficient time to thoroughly research opinions.

County Attorney presented Resolution 19-18: Resolution Regarding Part-Time Status of Guthrie County Attorney. Said Resolution changes the status of the Guthrie County Attorney to part time effective as of January 2, 2019 until otherwise designated under the procedures of Iowa Code Section 331.752. In particular, Iowa Code Section 331.752 provides the Supervisors may provide, by resolution, the full or part time status of the county attorney, and a part time county attorney is permitted to engage in the private practice of law, while a full time county attorney must refrain from the private practice of law. The Resolution goes on to state the county attorney taking office in 2019 has requested that the status change from full to part time, although it will not change the number of hours she works or her work responsibility. Finally, it is the intention of the Supervisors, through this resolution, to change the current status of the office of the Guthrie County Attorney to part time status, permitting the private practice of law by the Guthrie County Attorney. Motion by Grasty second by Carney to approve Resolution 19-18: Resolution Regarding Part-Time Status of Guthrie County Attorney. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the December 2018 Information Technology (IT) Report. There was not much happening in December. The anti-virus efforts saw significant spikes from twenty-three (23) incidents to sixty-three (63) incidents. Garland talked about tricky email addresses. Grasty clarified people need to verify there is no extension on the end of an email. Garland emphasized the need for people to do their due diligence before opening an email. The website statistics indicate the ratio of desktop to mobile users is closer to a sixty to forty (60:40) ratio. Garland sees an overall trend towards using hand held device to interact with the internet. It is why the County needs to update the website, so it is more mobile friendly. Garland explained the report format to Kuster. Garland advised he created an email address for the County Attorney's Office under guthriecounty.org. Garland spoke to the County Attorney's technology requests. He advised a laptop was not contemplated in the IT Fiscal Year (FY) 2018-2019 Budget. Auditor advised Garland needs to determine if the Microsoft Office licenses are part of the IT budget. Carney verified County Attorney has a desktop computer. Garland confirmed the County Attorney's Office never had a laptop. He quoted a fourteen inch (14") and fifteen point six inch (15.6") laptop with the same performance specifications. Garland advised County Attorney needs power to switch between programs. Kuster asked if County Attorney had a preference. Garland advised the large screen is better to see a document more clearly.

Joshua Sebern, Guthrie County Engineer, joined the meeting and submitted the Funding Agreement for STBG-SWAP-CO39(92) - - FG-39 Monteith Road. It is the SWAP agreement for the Monteith Road project. Sebern explained

Supervisors previously approved the Agreement, but the Iowa Department of Transportation accidentally listed the County as receiving all of the federal funds. County only will receive \$1,100,000. The revised Agreement reflects the actual amount of SWAP funds. The Region XII Council of Governments administers SWAP. Grasty verified the remainder of the project will be paid with Farm to Market funds. Sebern advised the project goes to bid next month. The whole project will cost approximately \$3,200,000. One-third (1/3) is SWAP funds and two-thirds (2/3) Farm to Market funds. Sebern confirmed County is in the red on Farm to Market funds, so this will push future projects out a way. County receives \$1,000,000 per year in Farm to Market funds. Sebern think the County is down about \$2,000,000 at this time. Guthrie County Secondary Roads Department (SRD) still can do a few things, but Sebern needs hold back a little. The big question is what to do with County Road F32 (Wichita Road). Carney asked if there is a tile under it. Sebern advised the concrete aggregate is the problem because it is mostly limestone. The freeze-thaw cycle causes it to pop and lose strength. Carney verified the contractor used different rock in County Road N54 (Adair Road). Sebern explained the design used a special cement to bind the aggregate better. Furthermore, it will not absorb as much calcium. Sebern confirmed County Road P28 is river rock, so it is expensive to grind it. Carney inquired about what the contractor uses to patch roads. Sebern replied it is a better grade of rock. It is not as high quality because it has calcium in it, so it will cure faster. The patches will last as long as moisture stays out of it. IDOT will let the Monteith Road Project on 19 February 2019. County has nothing to do with letting the bid. Dickson verified the deadline is before late fall. Sebern advised the asphalt work must be done by 31 October 2019, so the late start date will be figured from then. Kuster hopes it will be done by harvest. Dickson pointed out it depends on which contractor gets the bid, and if the contractor has other projects. Motion by Grasty second by Carney to approve the Funding Agreement for STBG-SWAP-CO39(92) - - FG-39 Monteith Road. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a SRD update. A resident requested right-of-way information regarding a vacated road in Herndon. Sebern is unsure which landowners received the vacated land. There were a couple of motor vehicle accidents involving bridges. Sebern is working with the insurance companies to repair the bridges. A piling and wing were broken on the bridge near the City of Menlo. Crews still are cutting trees. SRD also is dealing with debris at Nations Bridge Park. Utility Companies continue to submit plans, so Sebern is busy reviewing the plans. Carney verified SRD received compensation from these companies for the roads tore up by their crews. Sebern advised SRD repairs the damage and sends the company a bill. A utility company still owes for repairs in the Redfield area. SRD and the contractor repaired the worst damage and will finish the remainder this Spring. Sebern stated some of the companies already paid for the damages, even though SRD has not repaired it yet. Sebern passed out a map of the Lake Panorama traffic counts. He still is compiling the report. The Lake requested the counts. He will meet with a representative this afternoon to review the data. The map includes both the 2017 (red) and 2018 (blue) counts. The 2017 count was more widespread; however, some of the traffic counters failed which created holes in the data. Sebern filled in the holes with the 2018 counts. The Map also contains IDOT counts (light gray). Sage Trail registered 280 vehicles per day from June to October 2018. This count was more long term than the 2017 count. Before SRD seal coated the Burchfield Bridge, the count was 480 vehicles. Sebern advised SRD needs to patch the seal coat. Grasty expressed concerns and wanted to know if it is holding up. Sebern replied the center as well as one (1) spot deformed and need to be patched by SRD. Grasty asked if the base was not solid or if heavy traffic caused it. Sebern advised turning traffic is hard on it. During the 2017 count, the hoses were cut on the counter by the golf course. It registered upwards of 400 vehicles per day before the damage. Furthermore, a different counter malfunctioned during 2018. The count went down to 281 then. In Sebern's opinion, more of the traffic has been internal to the Lake since SRD seal coated Burchfield Road. In addition, 180th Street does not get as much traffic. Grasty asked for recommendations. Sebern advised multiple sources list the guideline threshold as 200 vehicles to hard surface a road. Sebern acknowledge there are numerous gravel roads within the State of Iowa which have a traffic count of over 200 vehicles. There are pro's and con's to both surfaces. Sebern emphasized he is presenting the numbers and thresholds to lead into a discussion. In Dickson's opinion, the decision should not be based strictly on traffic counts. Sebern reiterated he just is presenting the data and information. Ultimately, Supervisors and Lake must decide what to do with it. Sebern only plans to present the data at the meeting and not discuss actual solutions. He will investigate the matter further and/or look at options if directed to do it. In Grasty's opinion, the decision should not be based solely on traffic counts; however, the most heavily used roads require more maintenance. Therefore, traffic counts are part of the equation. Dickson questioned why County does not repave White Pole Road then. Grasty admitted County will have to do it at some point. Steve Brannen was present for the discussion and asked if the numbers included weekends. Sebern advised the counters were deployed from 22 June 2018 to 1 October 2018. Pursuant to Grasty's inquire, Sebern advised he

periodically pulled data from the counters. Grasty assumes the traffic was higher during the Summer months. Sebern confirmed it spiked around 4 July 2018. He expected all the numbers and was not surprised by the data. SRD counted traffic both east and west of Sage Trail as well as to Quail Road. The purpose of the counts within the Lake was to see where traffic is moving in that area. Carney questioned if some of the numbers are out of whack; especially, the 486 where vehicles go around the curve at Burchfield Bridge. Sebern stated the data shows traffic is staying within the Lake. Sebern advised the gravel project on Sage Trail did not see the benefits of calcium treatments. This road has more loose gravel. It still is hard when it is dry, so a grader cannot touch it. It is wash boarding and potholing due to traffic. There is a great deal of turning as well as stop and go traffic which is hard on gravel roads. Sebern wanted to show Supervisors the data as well as a quick summary of the traffic counts first. The discussion on an outcome will be at a later date. If Supervisors are considering hard surfacing Sage Trail, he can research the options. If Supervisors decline to do it, Sebern is fine with this decision too. In Grasty's opinion, there is room for development at the Lake. Realtors say people go back to the Des Moines area because they do not want to travel on a gravel road. Grasty thinks it will help County and Lake, if SRD hard surfaces the roads. Lloyd confirmed 200 vehicles is the threshold for a hard surface road. Sebern advised there are some lower thresholds, but not any higher than 200. Sebern pointed out it may be a different matter if it was a straight stretch of gravel road. It is bad by the golf course. Lloyd pointed out there is heavy truck traffic on 180th Street too. Sebern stated there are several options including which roads to pave and whether there will be cost sharing, if any.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to discuss the Per Capita Rate in the 28E Agreement For Use Of The Guthrie County Solid Waste and Recycling Agency. He held meetings in September 2018 with the Cities to figure out a per capita rate as well as the 28E. Some of the meetings were at the Guthrie County Public Health Building. He proposed a rate increase to twenty dollars (\$20) to bring all the rates equal with the City of Adair. The new per capita rate will generate an additional \$14,000 in revenue to upgrade equipment and offset operational costs. Arber received a mixed response. The Cities of Bayard and Panora expressed concerns about such a large increase. These Cities think it is a burden for residents with fixed incomes. Arber stated it equates to twenty-five cents per month (\$.25/month) for each resident. The Cities of Adair, Bagley, and Guthrie Center are fine with the higher rate because these Cities have funds to cover it. Arber did not receive a response from the Cities of Jamaica and Yale. Arber wants to settle the matter before starting the budgeting process. Arber confirmed the County Attorney's Office reviewed the 28E. Supervisors just need to set the per capita rate and determine if it will be a lump sum or staggered over five (5) years. Carney and Dickson think it should be a lump sum. Carney pointed out Adair already pays it. Kuster does not think it is fair to stagger the increase if Adair already pays it. Lloyd confirmed the raise will be across the board. Arber will notify Jamaica and Yale, so these Cities can plan accordingly. The new rate will take effect 1 July 2019. Arber advised more people in a household equals more cost. The new rate will offset the cost of equipment and maintenance at Transfer Station (TS). Lloyd verified the new per capita rate and 28E will be effective 1 July 2019. Motion by Dickson second by Carney to set the Per Capita Rate in the 28E Agreement For Use Of The Guthrie County Solid Waste and Recycling Agency at a monthly rate of twenty dollars per person (\$20/person). Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Dickson second by Carney to approve the 28E Agreement For Use Of The Guthrie County Solid Waste and Recycling Agency. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber provided an update. Arber advised Guthrie County still is selling shirts to benefit the HOPES program. The shirts are available through the website. Lloyd inquired about the trucks. Arber replied he is preparing a cost analysis. He is comparing the cost to purchase a truck versus contracting again as well as a combination thereof. The Request For Proposal (RFP) went to the official newspapers today. Arber will have all the numbers before he submits the TS FY2020 Budget. Arber directed Auditor to reschedule the Budget Work Session to 10:00 a.m on Thursday, 17 January 2019, so there is more time to collect RFP's. The tonnage continues to increase. The majority of the waste is from the Cities. Koster averages one and three quarter (1.75) loads per day. Koster may do as many as three to four (3-4) loads per day during the Summer. Another objective is tackling the recycling issues.

Sheriff Marty Arganbright, Guthrie County Sheriff, joined the meeting to present the Guthrie Center Law Enforcement Services 28E Agreement. Dennis Kunkle, Mayor of Guthrie Center, and Laura Wolfe, City Administrator, were present for the discussion too along with Deputy Jesse Swensen. Sheriff explained the current 28E which lasted four (4) years will expire on 30 June 2019 ends. City requested Sheriff meet with City Council, so they can prepare the FY2020 Budget and confirm Sheriff's Office will continue to provide law enforcement coverage. Sheriff handout a

copy of the 28E along with the pertinent budget numbers. Swensen helped prepare the new 28E. Sheriff made a couple of changes and City reviewed it. Sheriff advised the 28E Deputies started at a lower pay scale in 2015. These Deputies wanted to know why they are not paid the same as the other Deputies. Sheriff proposed and City agreed to raise the 28E Deputies to eighty percent (80%) of the Sheriff's salary. This makes it uniform across the board for all the Deputies. There are no Deputies specifically assigned to City. The contract specifies sixty (60) hours of service. Sheriff also wants to trade in the gray 2010 truck he drives along with the 2015 Chevrolet Tahoe driven by Deputy Henry. The City paid for the truck. Therefore, the City will pay more in 2019 to account for the new vehicle. The following years will be lower after the City pays for the vehicle. There is a built-in three percent (3%) salary increase for the 28E Deputies. Sheriff presented the new 28E to City, and Council approved it at the same meeting. Councilmen Cleveland and Herbert sustained from the vote since they are employed by the Sheriff's Office. Grasty verified the entire cost of the vehicle is accounted for in 2019. According to Swenson, the new vehicle will cost \$32,000 after \$13,500 for trading the gray truck. In Sheriff's opinion, the 28E worked out well. It is a win/win for both parties. It allows the County to retain the two (2) Deputies. It also enables Deputies to spend sixty percent (60%) of their time working in the City and the remaining forty percent (40%) in the County. Grasty confirmed the Deputies help with drug investigations. Sheriff stated it also helps with the schedule, so the County can have a Deputy on duty twenty-four hours a day, seven days a week (24/7). Plus, there can be more than one (1) Deputy on duty, at certain times, to cover the whole County. Sheriff explained other Cities in the County only pay a set payment while the Cities of Jamaica and Yale do not contribute to the Sheriff's Department. Dickson inquired if the County Attorney has reviewed the agreement. Sheriff stated Bird has not reviewed it yet. Dickson questioned the language about the City levying for municipality benefits and not the County. He pointed out the County levies for all the Deputies' benefits. Auditor explained the City's benefits levy. This special levy generates specific funds to pay for benefits. According to the City, there is no problem with this language. Carney inquired if the entities are double taxing. Dickson questioned the overall process of taxing for benefits. Auditor suggested the County Attorney provide an opinion regarding the wording of the 28E. Auditor does not think the State Auditor will have an opinion with regards to the wording. Carney verified Sheriff is fine with having a vehicle which could be seven (7) to eight (8) years old. Currently, the next oldest vehicle is the 2015 Tahoe. Arganbright stated it depends on mileage, but he can make it work. Lloyd verified Sheriff will trade the City vehicle in July 2019. Sheriff assured Supervisors the proposed 28E is the same as previous 28E. City covers all the costs associated with the 28E Deputies. In addition, City agreed to pay the 28E Deputies at a rate of eighty percent (80%) of the Sheriff's salary. Grasty asked about the timeline for wage increases. Swensen pointed out Deputies increase to eighty-three percent (83%) of the Sheriff's salary after five (5) years. Any new Deputy starts at seventy-five percent (75%) and then moves to eighty percent (80%) after the first year. Lloyd questioned the wording. Auditor will speak with the County Attorney regarding the wording of Paragraph Thirteen (13). Dickson questioned the vehicle rotation. He thought the plan was to rotate vehicles every three (3) to four (4) years. According to the 28E, one (1) vehicle will be held for seven (7) years. Sheriff advised he drives this vehicle because he usually travels fewer miles in a year than the Deputies. Dickson pointed out the plan was to try to avoid a reduced trade-in values because Sheriff kept vehicles too long. Carney confirmed Sheriff is content with this vehicle rotation plan. Sheriff advised he will need to renegotiate with the City, if something happens to the vehicle during the next four (4) years. City acknowledged it is accepting responsibility for the extended life of the vehicle. Dickson pointed out all the benefits of trading a vehicle sooner, including not losing as much trade-in value. Sheriff advised the gray pickup previously had two (2) other engines. Carney emphasized the 28E is a good deal for both parties. The City's approximate cost is \$600 per day. City pointed out the revolving door issue regarding personnel when it had a Police Department. This way the City does not have to deal with hiring or the turn-over in personnel. Sheriff pointed out there is not as much turn-over in his Department. City confirmed it is willing to bring the two (2) 28E Deputies up to eighty percent (80%) of the Sheriff's salary. In addition, there is overtime built into the 28E to cover the Guthrie County Fair and Guthrie's River Ruckus. Dickson asked if the 28E Deputies will receive the benefit of a raise this year. Arganbright stated their raise is getting bumped to eighty percent (80%), and the 28E covers the increase. Auditor will speak with the County Attorney about the 28E tomorrow. Sheriff spoke about the annual contribution amounts. The only 28E Agreement is with Guthrie Center. Other Cities contribute to the Sheriff's Department, but these Cities have not entered into any type of formal agreement. Brannen inquired about how Sheriff determines the contributions. Sheriff replied he accepts what the Cities are willing to give him. Supervisors wanted Cities to pitch in when they authorized an extra Deputy. Sheriff advised Deputies do not spend the same amount of time in other Cities. They simply answer all the calls. Grasty inquired if the emergency parking ban in the 28E refers to the Snow Ordinance. Sheriff advised the Deputies only enforce traffic ordinances in Guthrie Center. City handles all municipal infractions as well as animal control. Sheriff commented other Cities are having problems retaining officers, so law

enforcement responsibilities are shifting to Sheriff's Departments. Brannen inquired if the smaller communities budget for law enforcement. Sheriff stated he is unsure of the process. He just receives a check. Sheriff negotiated with these Cities to pay something towards law enforcement services. Grasty pointed out the Iowa Code requires Cities to provide law enforcement services. Sheriff commented the small communities are struggling, so he asks these Cities to pay what they can afford to contribute to Sheriff's Department. Brannen questioned why there is not a per capita rate for law enforcement if there is a per capita rate for waste. Sheriff advised Carroll County Sheriff's Department only responds to certain cities if it is an emergency. On the other hand, Greene County has a 28E with all the Cities, and it includes a per capita rate. Sheriff advised Deputies always will respond if there is an emergency. Grasty suggested he consider 28E's in the future. Sheriff emphasized Deputies do not handle municipal infractions for Cities. Deputies keep the peace and the public safe. He will continue to speak with Jamaica and Yale about the matter. He also will talk with the County Attorney about a law enforcement 28E agreement for the other Cities in the future. He acknowledged it would be good for all the Cities to contribute to his Department. Grasty concurs with Brannen that it is better to make it more uniform. Brannen does not think Sheriff should negotiate the 28E's. Lloyd pointed out the citizens already are paying taxes to support the Sheriff's Department, so they are being taxed double. Auditor advised taxes support the Jail and Emergency Dispatch Center. Kuster thinks it should be a joint effort between Sheriff and Supervisors to negotiate the 28E's. Some rural residents think Deputies spend more time in the Cities because it seems this is where all the problems arise in the County. Sheriff discussed the time spent patrolling the County and Cities. Luann Waldo, Editor of The News Gazette, pointed out the discrepancy between how much each City contributes to the Sheriff's Department. Sheriff explained the various law enforcement agencies throughout the County and State all cooperate, as needed, to protect the public. Auditor advised Supervisors can move a Deputy into Fund: 0011- Rural Services, if there is a 28E with all the Cities which includes an equitable pay structure. This will provide some flexibility in Fund: 0001-General Basic. Motion by Grasty second by Dickson to table approval of the Guthrie Center Law Enforcement Services 28E Agreement until the County Attorney has a chance to review the Agreement. Motion carried on a vote: Ayes: 5 Nays: 0.

Sheriff did not provide a Guthrie County Sheriff's Department update.

Supervisors reviewed the 2018 Guthrie County Zoning Permits Report through December.

There was no discussion about any county projects.

Auditor briefed Supervisors on her phone conference with Owen J. Gerard, Chief Financial Advisor, Senior Managing Consultant, PFM Financial Advisors LLC, the financial advisor for the Guthrie County Regional Airport Authority. She explained the Authority wants to use the taxable valuations with gas and electric to calculate the County's contribution, so it gets the pass through benefit of the replacement tax. She verified Authority wants a total of approximately \$65,501 per year which means an estimated seven cent increase (\$45,501) above the approximate three cents (\$20,000) the County currently contributes to the Authority. She will attend the meeting on Friday, 4 January 2019 concerning the matter. She confirmed the financial advisor corrected other mistakes in the proposed budget.

Dickson inquired about the next Heart of Iowa Region Meeting. He wants to express concerns about Genesis Development not providing services. Carney questions why the Region still is supporting Woodward Treatment Facility. Supervisors discussed the need for it.

Motion by Carney second by Dickson to approve the Minutes from 18 December 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:57 p.m. until its regularly scheduled meeting on Tuesday, 8 January 2019. Motion by Carney second by Kuster. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

8 January 2019

The Guthrie County Board of Supervisors met this 8th day of January, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Dickson to approve the Agenda for 8 January 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Representatives from the Guthrie County Compensation Board presented the Compensation Board's recommendation for the Fiscal Year (FY) 2019-2020 salary increase for the Guthrie County Elected Officials. Lyle Laughery, Chairman, John Tews, Vice-Chairman, Sandi Lee and David Van Ahn represented the Compensation Board. Van Ahn made the presentation. Supervisors received a copy of the Compensation Board's Minutes from the Meeting on Thursday, 26 December 2018. The Compensation Board recommended a five percent (5%) increase for all Elected Officials for FY2020. Laughery emphasized the Compensation Board is charged to recommend the salaries for Elected Officials. As a citizen, Laughery thinks it will be hard to sell a five percent (5%) raise to the public. He acknowledged the increased insurance premium took part of the raise last year. Grasty commented an average employee earning \$40,000 will receive a \$2,000 raise, if Supervisors approve five percent (5%). Laughery pointed out the employee's share of the insurance premium increased by eighteen dollars and eight cents (\$18.08) for a single policy and forty-three dollars and twenty-six cents (\$43.26) for a family policy. In Grasty's opinion, the recommendation is a good raise compared to private industry. Laughery handed out a spreadsheet. It showed most employees received a net four percent (4%) wage increase in FY2019. Grasty reiterated it was a good raise. There was a comment about the numerous applicants for the Human Resources Director position as well as a brief discussion concerning the number of employees lost to other Counties. It comes down to good hours versus traveling to the Des Moines metro area. Laughery reiterated it will be tough selling a five percent (5%) increase to tax payers who are scared because of the farm economy. Some people may be facing the end of farming or need a second income. Grasty commented employees in the private sector do not receive great raises plus they pay the additional cost of their health insurance. In Grasty's opinion, County has good employees. He compared County to other companies in the area with different jobs and responsibilities. These employees do not get paid any better than County employees. Grasty questioned a five percent (5%) increase in salary. Laughery stated Supervisors are the tax payer's protector. He insisted he did not vote for or against the increase since he is the Chairman. Lee stated she voted against the motion. Dickson insisted the Compensation Board Minutes reflect the actual vote. Auditor advised she will discuss it with Lisa Calvert, Secretary, Compensation Board. Lloyd commented Supervisors are addressing issues with the Guthrie County Jail as well as the Guthrie County Regional Airport, so they have to be careful about going to the well too many times. In Grasty's opinion, it is difficult to find the balance between what is right for the tax payer and employee. He spoke with some citizen who think people living off of tax dollars receive better wages and benefits. If employees are not happy, they should find other employment to better themselves. Dickson inquired if Compensation Board researched wages in the private sector. He questioned why the Compensation Board compares salaries with other Counties when this County does not compete with other Counties for employees. Laughery stated there was no data presented from the private sector. Furthermore, he thinks the Compensation knows the private sector. Grasty stated Iowa Code Section 331.907 mandates the Compensation Board shall consider the compensation paid to comparable officers in other Counties as well as other states, private enterprise, and the federal government. Laughery advised the data presented always focused on other Counties in the past. In Grasty's opinion, the Compensation Board needs to consider the resources available to other Counties which do not exist in this County. Laughery thinks the Compensation Board needs to focus within the County. Other Counties may have more resources, so the comparison is apples to oranges. Lloyd stated Supervisors appreciate Compensation Board's work, even though it may not seem like it. Supervisors will take everything into consideration when making a decision. Lloyd also thanked Van Ahn for his information. In Van Ahn's opinion, the salary increase for most private sector employees will be two-point six percent (2.6%). Dickson inquired about the average private sector salary in the area. Van Ahn commented it is difficult to answer when various Elected Officials manage a different number of employees. Dickson stated County

needs to take a closer look at the type of people applying for positions. He is curious about their current salaries and why they want to work for the County. He confirmed County has received many good applicants for open positions. In Dickson's opinion, the County wages are within the median, and Supervisors need to stick with it. He is unsure if five percent (5%) is necessary to stay within the median. In addition, he is unsure what County can afford in FY2020. Van Ahn encouraged Supervisors to consider the unemployment rate at two-point seven percent (2.7%). It is a nebulous factor which calls into question whether people want to work and can they really fill the role? Typically, private sector employers think there is no one to hire when the unemployment rate dips below five percent (5%). Employers have to overlook previous history which the employer would not consider, if the unemployment rate is above five percent (5%). It is difficult to quantify this standard. Furthermore, employers must consider the cost to hire and train an employee. Some employers cannot afford to pay these costs; especially when the employee leaves because the person cannot do the job. In Van Ahn's opinion, an employer does not make any money until an employee is fully trained which usually takes six (6) months. In Laughery's opinion, County is in the middle of two (2) worlds with the metro and rural areas. He pointed out many folks in the rural area are looking for off-farm employment. Wives find a job with good insurance. The economy was good a year ago. Laughery hopes the agricultural economy will change, but for the moment, everyone has to deal with the present state of the farm economy. Lloyd mentioned the tax cuts. Van Ahn suspects it will be a big cut, if there are no taxes on the first \$2,600 of income. People do not pay attention to healthcare and taxes until they write the check. The other Compensation Board Members did not offer any comments. Supervisors agreed to take the recommendation under advisement.

Trudi Tam joined the meeting to request financial assistance to pay for the new concrete pad which is part of the Guthrie County Veterans Memorial Wall. She passed out a copy of an invoice from Caliber Concrete LLC in the amount of \$2,414. Tam advised Caliber already reduced it. Furthermore, Caliber did not bill for any of the concrete work associated with the last monument, and it cost more than this project. Tam advised the Veterans Memorial Committee needs \$12,000 to finish the entire project. The Committee will hold fundraisers to raise the money. In the past, there never have been enough names to do other projects. This time the Committee has over 750 names; however, they only planned on 400. The Committee tried to reduce the size of the lettering, but it will make it too small. People will not be able to read the names. The Committee already decided not to include the emblems which were part of the original plan. Furthermore, the original plan contemplated erecting two (2) walls in the beginning. The Committee has enough funds to erect three (3) walls; however, there are enough names to fill four (4) walls. The Committee does not have enough money for the fourth wall. The Walls will be north of the new monument on the newest section of the concrete slab. There must be an additional slab for the fourth wall. Brandon Thompson, Guthrie County Facilities Manager, was present for the discussion. He confirmed the slab is in place and there is enough room on it. Tam stated the Committee already paid for the newest Veterans Monument. She also commended Thompson for overseeing installation of the newest cement slab. Tam clarified the invoice covers the concrete pad for the Walls. Caliber already poured the pad and told the Committee payment was not due until Spring 2019. The Committee has requested donations from the service organizations in the past. It will start over and request subsequent donations. In addition, the Committee will speak with other places. Tam advised the Committee submitted a request to Ten Squared, but the group did not select the project. The \$12,000 necessary to finish the project will pay for the concrete pad as well as the fourth wall, including the shipping cost. The Committee is willing to accept any contribution from the County. Tam advised Mike Johnson will donate the cost of the names. Dickson verified Caliber does not require payment until Spring. Tam stated she wants to finish this project soon, but she does not need a decision today. Dickson wants to review the budget since Supervisors did not anticipate this expense. Tam advised the Committee will send letters to local businesses seeking donations within the next couple of weeks. Lloyd inquired about electricity. Thompson advised it is not part of the current plan. Tam confirmed the Committee does not have to hire a crane to set the Walls, so this will not be an additional cost. In response to Lloyd's question, Tam explained the Walls are approximately six (6) feet by four (4) feet (6'x4'). She advised the Walls cannot be any taller or people will not be able to read the names. Supervisors took Tam's request under advisement. Thompson told Kuster that he may have some funds in his budget to put towards the project. He will research it and report back to Supervisors.

Carney, Grasty and Auditor attended the Guthrie County Regional Airport Authority Runway Project Meeting at Panora City Hall on Friday, 4 January 2019. Representatives from the Authority as well as the Cities of Guthrie Center and Panora attended the meeting. There were several citizens present for the discussion too. Supervisors must decide if it is worth the cost to preserve this asset for the future. Dickson advised Supervisors reduced County's contribution to \$20,000 about ten (10) years ago with the understanding the Airport will be self-sustaining in the

future. He wants to know when the Authority will accomplish it. Dickson also questioned why the Authority bought a hangar for \$50,000. William Darrow, Authority Board Member, was present for the discussion. He stated he was not part of the Authority Board at the time. Darrow questioned what will happen if the Authority does not accept the grant. Carney asked if Authority owns all the hangars, and if there are any thoughts of selling hangars. Darrow replied the Authority has not considered it. Currently, Authority rents the hangars, but Darrow is willing to research this option, if the Authority approves it. In Dickson's opinion, there are as many farmers moving away from cover crop as towards it, so he does not think there is a growing interest. He pointed out Supervisors levy for the Airport through Fund: 0011 - Rural Services. He does not want to tell citizens the County cannot fix a road or bridge because it funded the Airport not used by these citizens. Dickson emphasized only two (2) Cities contribute to the Authority. Grasty pointed out by same token Lake Panorama, which wants to support it, is part of rural area. In Grasty's opinion, the Lake will pay more per person than most rural areas. Brian Johnson pointed out the Airport is part of the whole County. Furthermore, a citizen does not use all the roads. Dickson replied a citizen can use the roads, though. Johnson reiterated the Airport is a good investment because it helps the County. Grasty pointed out Supervisors contribute to the Guthrie County Fair. In C W Thomas' opinion, cover crops are a good conservation practice, so he is unsure why Supervisors are negative about the Airport. Darrow pointed out he pays school taxes as well as property taxes which support the Raccoon River Valley Trail (RRVT). He also will contribute to the new jail. In short, there are numerous entities and undertakings which he does not utilize but are supported by his tax dollars. Darrow thinks Supervisors need to support the Airport. The broad benefit suggests it is good for the County. He referred to the southern portion of the City of Stuart along Interstate 80. The County needs a positive atmosphere to encourage people to locate within the County. Lloyd pointed out this situation is not out of the ordinary. All Counties have similar problems. Auditor advised the Cities want a decision by the end of January 2019. Grasty stated Supervisors must decide whether or not they want the Airport. Mayor of Guthrie Center, Dennis Kunkle, stated the Airport needs the Supervisors' support. Carney wishes the Authority did fundraisers and put some money away because it would be much easier to justify it. He expressed concerns about the Authority's projected cash balance increasing every year. He understands the Authority will use some of the funds to pay for the Project and other projects will come along; however, he thinks the Authority should pay for the Runway Project before it starts another project. Darrow does not know the particulars concerning the cash balance and will pass along Carney's comment. The Authority is meeting tomorrow, 9 January 2019 at 8:00 a.m. Darrow extended an invitation for Supervisors to view the Airport at their convenience. Darrow acknowledge Supervisors have a valid point concerning properly saving money as a practice essential to running a good business. Dickson inquired if users have been asked to contribute funds. Darrow advised the Authority paid \$25,000 for the planning; however, he has not spoken to user about donating funds. In Darrow's opinion, tax payers are willing to support the Airport. He will suggest Authority should approach business. Dickson expressed concerns about the Authority not researching other funding sources. Kunkle pointed out other sources will not contribute to the same level as County. Darrow confirmed the hangar rent helps pay for airport operations and projects. In response to Grasty's question, Darrow replied a handful of pilots use the Airport for personal use. Darrow is not aware of all the people who use the Airport. According to the Federal Aviation Administration (FAA), the Airport averages fifty-seven (57) flights per week. Those planes which fly in and buy fuel are assets. Darrow advised the aviation industry is not in a position to charge user fees. It will kill aviation in the United States. In response to Grasty's question, Darrow explained the FAA will not approve user fees, so the Airport cannot charge users. He advised a pilot can fly in and rent a hangar for twenty-five dollars per night (\$25/night). In addition, the Authority makes one dollar per gallon (\$1.00/gal) for fuel. As the runway deteriorates, less people visit the Airport. Grasty questioned how long before pilots will not use it. Supervisors stated they will not make a decision today. They just are discussing the matter. Lisa Grossman, City Administrator for Panora, pointed out the City pays double compared to the County. She confirmed the Panora City Council will support the Project. In addition, any contribution above and beyond paying for the Project will go towards future infrastructure and not operational costs. The Authority plans to fund its operation through daily business, so the City's funds will go towards the facility. Panora settled on a fifteen (15) year agreement. Panora is looking toward the future. Laura Wolfe, City Administrator for Guthrie Center, made an important point about the Audubon Airport's project being delayed by a year, and it resulted in the entities paying a larger local share. It could potentially cost an additional \$150,000 or the Authority could lose the grant, if Supervisors decide to wait and fund the project later. Darrow advised the Authority applied for a 100% grant, but it has not received an answer yet. In response to Carney's question, Darrow stated hangar rent is comparable to other airports; however, the Boone Airport is cheaper. It charges thirty-five dollars per month (\$35/mo.), but the hangars are not in good shape. The Authority charges \$100 to \$130 per month for hangars. Darrow admitted the Snow Removal

Building could function as a hangar, but it was provided to house the tractor. There is no need for additional hangars at this point.

Supervisors did not discuss the Guthrie County Regional Airport Authority's Fiscal Year 2019-2020 Budget request.

Auditor advised she provided a copy of the proposed 28E Agreement with the Guthrie County Regional Airport Authority as well as the supporting documents to the Guthrie County Attorney. She stated the Authority's attorney, Eric Reinhart, provided a revised document over the weekend.

There was no discussion about any county projects.

Motion by Dickson second by Carney to approve the Minutes from 2 January 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson questioned how Supervisors can support the Airport without raising the tax levy. Grasty replied Supervisors will have to raise the tax levies at some point or County will be unable to provide services. Dickson pointed out Supervisors may need to raise the levies simply to cover inflation. Grasty necessarily did not say the Runway Project must be done. He just thinks it is important to the County. In Grasty's opinion, the Airport is a separate issue from the new Jail. He admitted some constituents are against the Airport because they do not get to vote about it. Dickson is unsure how County can pave roads and fund the Airport because the money all comes from Fund: 0011. Dickson commented the jail referendum will go to a vote, so Supervisors necessarily do not have control over the final decision. He verified the Budget has cut into the reserves of every fund. He assumes Supervisors will need to raise the tax levy to cover salaries as well as extra projects. In Dickson's opinion, if the Airport is important to the Lake, Supervisors may need to renegotiate the Lake Panorama Rural Improvement Zone (RIZ) terms. Dickson also questioned how the Airport impacts economic development. He reminded Supervisors that they declined to help Stuart with the road, even though it impacted economic development. In Grasty's opinion, this is different because Stuart was leveraged heavily. Dickson countered with the fact it would not cost the County. Grasty stated he voted "No" because the County was on the hook for it, if Stuart failed to pay the debt. In Grasty's opinion, it is not about areas. It is about the whole County. Dickson insisted he was considering what is good for the whole County. He expressed concerns about not being able to fund other projects. Dickson pointed out Tax Increment Financing (TIF) funds finance projects all over County. Grasty as well as the public concur the TIF funds are spent where the County needs it. Grasty commented he looked back on what happened in the past and saw so many things which Supervisors overlooked to keep the levies low. Now, County is paying for it. He cited the Guthrie County Transfer Station (TS) and buildings as an example. It takes money to address these issues. Grasty questioned whether keeping the levies low was the right thing. Dickson insisted TS was different because Supervisors would not authorize an increase in the tipping fees. In his opinion, TS should be self-sufficient too. Unfortunately, tax payers have picked up the slack. Fund: 0011 supplemented TS for years. In Lloyd's opinion, the Guthrie County Landfill and TS were not managed properly. Dickson pointed out, at least, County has control over the Landfill. Grasty reiterated County contributes to the Guthrie County Fair and 4-H as well as putting money into the RRVT. Supervisors financially contribute to projects not utilized by every citizen. In Grasty's opinion, each Supervisor must do what he has to do and thinks is right for County. Grasty wants to keep levies low, but it does not mean Supervisors are never going to raise the levies.

There being no further business to come before the Board at this time, the Board adjourned at 11:31 a.m. until its regularly scheduled meeting on Thursday, 10 January 2019. Motion by Carney second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

10 January 2019

The Guthrie County Board of Supervisors met this 10th day of January, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 10 January 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Richard T. Hunsaker, Executive Director, Region XII Council of Government, Tom Feldman, Transit Director, Region XII Council of Government, and Chris Whitaker, Local Assistance Director, Region XII Council of Governments/Guthrie County Zoning Administrator joined the meeting. Hunsaker presented the Region XII Council of Government Fiscal Year 2019-2020 Budget requests. As approved by the Region XII Council of Government Executive Board, the membership fees will be eighty-seven cents (\$0.87) or a total of \$9,529.98 for County. Hunsaker provided a brief background on Region XII and the membership fee. It was created in 1973. The fee annually increases by a penny (\$0.01) per the Executive Board's policy. The increase for Fiscal Year (FY) 2019-2020 will be \$110. Western Iowa Transit (WIT) is the public transit division. The requested per capita rate for funding in FY2020 is fifty-one cents (\$0.51). It is another penny increase for a total contribution of \$5,586.54. The local transit match will remain at six cents per mile (\$0.06 cents/mile). The estimated cost will be \$1,800 based on the miles from FY2018. Hunsaker explained the mileage ebbs and flows, so WIT uses the mileage from the previous FY to estimate the cost. Grasty verified this is the same for each member County. Feldman explained some transit services are paid through federal assistance and insurance. The transit match funds the public transit miles. Feldman projected the FY2020 mileage at 29,000 miles. Hunsaker advised Region XII also administers the Local Housing Trust Fund. This fund along with other sources help match a \$250,000 housing grant for primarily very low-income people. The requested match is \$5,000. The Trust Fund is available to all the member Counties. Region XII makes every effort to spread the money throughout the Counties. Recently, County received some funds. The total FY2020 funding request is \$20,116.52 plus \$0.06 cents/mile.

Supervisors discussed the Guthrie County Zoning Commission and Zoning Board of Adjustment meeting times with Whitaker. Dickson talked about trying to replace appointees. He received comments about meeting at night. Whitaker explained the challenge he faces just to get a quorum for a meeting. He gives the members a broad option of meeting times. He schedules the meetings when he can get three (3) people committed to a date and time. The members predominantly choose to meet during the day. Whitaker tries to keep the meetings to less than a half hour. The groups have meet over the noon hour in the past. Dickson acknowledged the communication issues. He spoke with some people about accepting the appointment, but most have to work during the day. He will continue to ask around for possible appointees. Lloyd verified Whitaker is having a hard time getting people to respond to his communications. Whitaker explained he begins by emailing all five (5) members and follows the email with a phone call.

Supervisors took no action on the appointments to Guthrie County Zoning Commission and Zoning Board of Adjustment.

Ron Allen, Guthrie County Custodian, joined the meeting and presented the proposed Dept: 54 - Custodial Services Fiscal Year 2019-2020 Budget. Auditor explained the Fiscal Year (FY) 2018-2019 budget column reflects expenditures through 31 December 2018. He left all the line items the same as last FY. Dickson asked if he prepays any expenditures or buys in bulk. Allen assured Supervisors there will be funds remaining in some of the line items. It ultimately depends on how much traffic there is in the Guthrie County Courthouse as well as the Jail. He typically does one (1) big order at the end of the year. If supplies are low, he will place an additional order. Allen advised he orders quite a bit of product when he makes a purchase. Allen also explained the line item for Telephone & Telegraph Service-Misc Expense also covers Information Technology (IT) services, so there is a little extra in this line item in

case there is an issue. Kuster verified Brandon Thompson, Guthrie County Facilities Manager, has a separate budget. Allen explained all the major expenses are under Thompson's budget. This budget just addresses the custodial services. Allen stated the Underground Storage Tank Permit Fee is included in the Fuels-Misc Expense line item. Allen suggested Supervisors can eliminate the underground storage tank, if the Courthouse is converted to natural gas. This means less Iowa Department of Natural Resources (IDNR) regulations. Dickson wants to revisit this budget after Thompson presents the proposed Dept: 53 - Facilities Management Fiscal Year 2019-2020 Budget. Dickson plans to compare the two (2) budgets and evaluate the separation. Carney inquired about the windows around the west stairs. Allen stated the problem was addressed when they replaced the sidewalk and did away with the front exit. Allen requested Supervisors leave some of the extra funds in case of emergencies. Allen assured Supervisors he does not pad his budget, but he tries to make sure there is enough to cover emergencies. He may need some of those funds back, if he is in a pinch. Otherwise, he has no problem if Supervisors reduce his budget.

John Thomas, Project Director and Fluvial Geomorphologist, Hungry Canyons Alliance joined the meeting to discuss the Hungry Canyons Alliance Program (HC). Joshua Sebern, Guthrie County Engineer, also was present for the discussion. Thomas explained a Fluvial Geomorphologist studies how rivers change the landscape over time. His expertise is necessary to do river projects. He admitted there are not many Fluvial Geomorphologist in the Midwest. To his knowledge, he is the only person in the State of Iowa. Thomas advised HC was started locally in the late 1980's. It received federal funding in 1992 and State funding in 1994. HC's purpose is to address the "D +" soils. As the land uses changed, it caused more runoff which eroded the river channels. It got even worse when people channeled streams to minimize flooding by creating more channel storage. The largest stream in the County is Brushy Creek. The channel has cut down a great deal over time. HC is a non-profit organization. The HC Board wants Thomas to visit all the eligible Boards of Supervisors and inform Supervisors about HC. Thomas confirmed Carney reports back to Supervisors. HC's annual appropriation is \$450,000. The Iowa Legislature only allows five percent (5%) or \$22,500 for administrative expenses. This explains why the annual dues continue to increase. Ten (10) years ago HC only requested \$2,000 but the current dues are \$4,000 because the Legislature does not appropriate enough funds for administration. Thomas requested the County continue to assist with funding. He encouraged Supervisors to speak with Legislators about increasing the appropriation, if they think HC is a worthwhile program. Grasty asked if County gets more back than it pays in dues. Sebern stated HC is a great program for County. Thomas lends his expertise on rivers and bank stabilization. In Carney's opinion, the return is way more than double. Thomas advised the geotechnical contractor consulted him about the Orange 391A bridge. Thomas helped advised the contractor how to approach the project. Sebern advised the bridge is a big double box culvert now. Carney and Thomas talked about touring sites in other Counties as well as touring the County in June 2018. These tours demonstrate the type of projects HC will cost share. Thomas wants to arrange tours starting outside of the City of Coon Rapids and work to the north. In Thomas' opinion, the tours open people's eyes. HC addressed most of the problems in western Iowa. Thomas advised a stream can drop six to eight feet (6-8') over a six (6) year period. Thomas is willing to address Supervisors again, if necessary. Thomas provided a handout with before and after pictures of projects in County. These projects included Orange 364 and 369 plus Grant 77. Supervisors appreciated the pictures because it helps explain the purpose and projects.

Marci Schreck, Guthrie County Treasurer, joined the meeting and presented the proposed Dept: 03 – Treasurer Fiscal Year 2019-2020 Budget. Treasurer did not have much to say about the proposed Budget. She submitted the same figures as FY2019. Treasurer advised she wants to raise Erica Cleveland to sixty-seven percent (67%) of her salary and Michelle Rumelhart to eighty percent (80%). Supervisors authorized Auditor to enter Treasurers proposed FY2020 Budget. Auditor advised she will add an Automated Clearing House (ACH) line item to cover the monthly five dollar (\$5) fee which enables County to make a limited number of ACH transactions. It will cost one dollar (\$1) for additional transactions.

Auditor presented the Designation of Entity Administrator For System for Awards Management (SAM) letter for Supervisors approval and signature. The SAM.GOV account tracks certain federal grants and contracts. Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, previously advised the account is needed for some federal grants, but not all federal grants. He suggested the County keep the account in case a federal grant requires it. At this time, Adair, Audubon, Dallas and Greene Counties all have accounts. Since there are minimal obligations, Edwards is willing to continue administering the account. The purpose of the letter is to formally appoint Glenda Edwards as the Entity Administrator for County and to attest to the accuracy of the information contained in

the registration. The letter authorizes Edwards to manage the County's registration record, its associated users, and their roles with the County. Furthermore, the letter does not authorize any third party to act on behalf of County. Motion by Grasty second by Lloyd to approve and sign the Designation of Entity Administrator For System for Awards Management (SAM) (SAM.GOV Account). Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson advised Marsha Lewis declined Supervisors appointment to the Guthrie County Board of Health for personal reasons. Jotham Arber, Guthrie County Public Health Director, confirmed Peg Snyder is willing to serve on the Board of Health. Motion by Dickson second by Carney to rescind Marsha Lewis' appointment to the Guthrie County Board of Health during the regular meeting on Wednesday, 2 January 2019. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Dickson second by Grasty to appoint Peg Snyder to the Guthrie County Board of Health for a term of three (3) years ending 31 December 2021. Motion carried on a vote: Ayes: 5 Nays: 0.

Carney inquired about how willing Supervisors are to pull more funds from the Fund: 0001 - General Basic Reserves during this FY for the Jail Project. Supervisors directed Auditor to put the matter on the Agenda for the regular meeting on Tuesday, 15 January 2019. Supervisors briefly discussed the Master Matrix after Auditor passed around a mailing, she just received, about a moratorium resolution. Carney thinks it should be statewide. Dickson does not want to change it. Grasty expressed concern about losing local control. They all agreed there have been no problems so far. Furthermore, there have not been many contested confinements in the County. Neighbors typically sign-off and the new confinement meets IDNR requirements. Not to mention, the new confinement must adhere to the Master Matrix. Supervisors reached a consensus not to consider a Moratorium Resolution. There was no further discussion about any county projects.

Auditor presented the January 1, 2018 Taxable Valuations for FY2019-2020 Tax Levies. She provided a spreadsheet which compared FY2019 valuations to FY2020 valuations. Auditor explained the Iowa Department of Revenue sets the rollback percentages. The Residential and Agricultural (AG) Dwellings rollback is 56.918% compared to 55.6209% in 2017. The AG Land and AG Buildings rollback is 56.1324% compared to 54.448% in 2017. The Commercial and Industrial rollbacks remained the same as 2017 at 90%. The Multi-Residential rollback is 75% compared to 78.75% in 2017. The net change in the total 100% valuation for the entire County is \$1,367,418,741 which is 3.55% higher than 2017 (\$1,320,547,340). The net change in total 100% valuation for the Rural area is \$1,145,625,405 which is 3.68% higher than 2017 (\$1,104,918,457). The net change in taxable valuation for the entire County is \$769,389,462 which is 5.65% higher than 2017 (\$728,249,091). The net change in taxable valuation for the Rural area is \$634,390,190 which is 5.77% higher than 2017 (\$599,759,301). The total increase in Residential 100% valuation is 5.50% and taxable valuation is 7.85%. The total increase in AG Land 100% valuation is 0.05% and taxable valuation is 3.15%. The total increase in AG Buildings 100% valuation is 7.71% and taxable valuation is 11.03%. The total increase in Commercial 100% valuation is 2.16% and taxable valuation is 2.48%. The total increase in Industrial 100% valuation is 9.57% and taxable valuation is 8.12%. The total decrease in Multi-Residential 100% valuation is 4.62% and taxable valuation is 10.11%. This is due to the reclassification of several properties. The total increase in Railroads valuation is 9.42% for both types of valuation. The total increase in Utilities valuation is 5.94% for both types of valuations. The total decrease in Other 100% valuation is 46.30% for both types of valuations. This is due to a reduction in Exempt valuation. The total increase in Gross 100% valuation is 3.54% and taxable valuation is 5.63%. The total increase in Military Exempt valuation is -4.56% for both types of valuation. This is due to eligible taxpayers passing away. Finally, the total increase in Gas and Electric 100% valuation is 28.61% and taxable valuation is 29.00%.

Dickson returned to the discussion regarding the Rural Housing Initiative. He wants to meet with Hunsaker again to talk about the Program. He expressed concerns about the State competing with businesses. In Grasty's opinion, it only will compete to a point because local contractors are not interested in building low income houses. Kuster compared the houses to prefabricated homes. Dickson pointed out there are businesses within the County which sell modular homes. Grasty commented the Program only will build a limited number of homes. Auditor confirmed it is a stock floor plan, and it can be placed on a foundation or cement pad. Carney sees the principal of the plan. It is a job rehabilitation program plus it gives the inmates something to do while in prison. It also is cheap labor. Lloyd pointed out Region XII already is in the housing business. Grasty assumes the houses will be placed in low income communities. Auditor will not schedule Hunsaker or place the resolution on the Agenda until directed by Supervisors.

Lloyd left the meeting at 11:30 a.m. to attend the Region XII Executive Board Meeting.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 16 December 2018 – 29 December 2018 as well as the County and Assessor Payroll Reports for 22 December 2018 – 4 January 2019.

Motion by Carney second by Grasty to approve the Minutes from 3 January 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor passed around an email from Thompson concerning a possible contribution for the Guthrie County Veterans Memorial Wall. He has a line item which can be used for the cement pad as well as the Wall. He is comfortable with giving \$2,500 towards the project, if Supervisors approve it.

There being no further business to come before the Board at this time, the Board adjourned at 12:36 p.m. until its regularly scheduled meeting on Tuesday, 15 January 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

15 January 2019

The Guthrie County Board of Supervisors met this 15th day of January, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster.

The meeting came to order at 9:00 a.m.

Motion by Kuster second by Grasty to approve the Agenda for 15 January 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 10 December 2018. Lloyd verified the rotary mower referred to in the Minutes is the bush hog for the tractor. Hanner advised the Lenon Mill Park Management Agreement with the Iowa Department of Natural Resources (IDNR) expired and GCCB opted to renew it. Kuster inquired if the Guthrie County Historical Village keeps a record of attendance. Hanner advised there is a sign-in sheet and a two dollar (\$2.00) fee. Hanner is unsure of the actual attendance. In Kuster’s opinion, the Village is a nice place to look back at history. Lloyd inquired about the trail repair stations. Hanner explained the station is anchored to a small cement slab and tools are connected to it via cable to prevent theft of the tools. There is a hand pump for tires as well as a yoke on which to hang a bike, so the rider can work on it with the tools. Lloyd inquired about the cost. Hanner is researching prices and working with the Raccoon River Valley Trail Association. The estimated cost is \$12,000-\$15,000 per station. County will need four stations or one (1) for each trail head at Herndon, Jamaica, Panora, and Yale. The goal is to have a station at all the trail heads along the Raccoon River Valley Trail (RRVT). The Trail Association plans to hold fund raisers at a later date. Carney inquired about Jeff Bump serving twenty-two and a half (22 ½) years. Hanner confirmed Bump began serving the remainder of an unexpired term. Carney also inquired if GCCB used Resource Enhancement and Protection (REAP) funds to pay for the electrical project at Nations Bridge Park. Hanner and Auditor explained those funds are maintained in Fund: 0023 - Resource Enhancement & Proct. and budgeted in Dept: 49 - Resource Enhancement Board REAP. Dickson inquired if GCCB took bids for the project. Hanner explained he began researching the project after Memorial Day Weekend 2018. Per GCCB’s direction, he contacted Rick Knowlton Electrical Services. Dickson pointed out the charge for planning and engineering services. He also confirmed there

were no bids from other contractors. In Hanner's opinion, the costs will be reasonable. Pursuant to Kuster's inquiry, Hanner advised he does not think there will be a charge for mapping the electrical lines. Knowlton worked with Guthrie County REC personnel, and REC did the locates. Lloyd confirmed GCCB did not get bids on the electrical project. GCCB approved the project at its last regular meeting on 10 December 2018. Knowlton will do Phase One (1) this Spring and complete Phase Two (2) this Fall. Carney asked if Hanner was satisfied with camping fees. Hanner advised GCCB discussed it during the meeting last night. Hanner plans to review the figures again next year. Grasty commented GCCB wants to upgrade for larger campers and then revisit the discussion. Pursuant to Carney's inquiry about the fees, Hanner stated the fees are a little lower compared to surrounding Counties, but the fees seem to be in the middle range. The current rate is fifteen dollars (\$15) with electrical and ten dollars (\$10) without it. Some parks have more amenities to offer, so the fee is higher. The County fee is a little lower than the State of Iowa park fees.

Jotham Arber, Guthrie County Transfer Station Executive Director, cancelled his appearance and rescheduled it for the next regular meeting on Thursday, 17 January 2019. He was called away to meet with the Adair County Board of Supervisors regarding environmental health services.

Sheriff Marty Arganbright, Guthrie County Sheriff, joined the meeting to present the Guthrie Center Law Enforcement Services 28E Agreement. Dennis Kunkle, Mayor of Guthrie Center, Laura Wolfe, City Administrator, and Councilman Chuck Cleveland were present for the discussion along with Chief Deputy Jeremy Bennett, and Leora Laughery, Guthrie County Sheriff Department Civil Clerk. Auditor advised Tim Benton, Assistant Guthrie County Attorney, reviewed the 28E. He had no objection to removing the remainder of the last sentence in the middle paragraph of Section Thirteen (13) regarding double taxation. He spoke with Auditor about the reason for removing the language. She had no indication Benton had concerns about or other issues with the 28E. Auditor recommended Supervisors approve the 28E. She also explained Sheriff's Office will need to split all the future payments between Fund: 0001 - General Basic and Fund: 0002 - General Supplemental to account for the cost of the Deputies' health insurance premiums. Wolfe offered to cut two (2) checks, but Auditor declined because it was unnecessary. Auditor explained the County should be able to levy in Fund: 0002 for these Deputies just in case there is a shortage in the health insurance line item. Otherwise, the City must pay the difference. Carney inquired if the County or City covers any additional costs associated with an accident involving the City's law enforcement vehicle. Sheriff assured Supervisors City pays any additional expenses for its vehicle. Auditor confirmed the County holds the title to the gray truck and insures it. Sheriff pointed out the cost of the vehicle insurance is part of 28E payment. In Sheriff's opinion, the 28E has worked well for the County and City. Carney just wanted clarification about damage to the City's vehicle. Sheriff commented vehicles get damaged on a regular basis because some of the public are out of control on the roads. Supervisors and Sheriff discussed past accidents. Benton called into the meeting, and Dickson recapped the discussion. Benton recommended Supervisors approve the 28E with the revised language. Motion by Carney second by Grasty to approve the Guthrie Center Law Enforcement Services 28E Agreement, effective 1 July 2019 and terminating 30 June 2023, with the revised language. Motion carried on a vote: Ayes: 5 Nays: 0.

Sheriff opened the discussion regarding the Guthrie County Jail Needs Assessment and Jail Project. He spoke with Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, yesterday. He recapped Lewis' discussion with Supervisors from the regular meeting on Wednesday, 2 January 2019. At that time, Lewis presented the remodeling plan as well as a revised plan for the new addition. Sheriff stated Lewis has done all he can do in Phase One (1), so Supervisors must decide if the Project is going to proceed to Phase Two (2). Sheriff advised the portion of the Fiscal Year (FY) 2018-2019 Budget for Dept: 05 – Sheriff regarding the Jail is over by 285%. The Jail is full now and has been full. In fact, there is one (1) inmate sleeping on the floor. Grasty commented things are not getting better. Sheriff pointed out more warrants are issued daily. He advised Deputies arrested a female last night. She was a handful all night, and there was no good place to house her. In fact, the Guthrie County Dispatcher had to request an ambulance because her screaming triggered seizures in other inmates. Dickson stated he is not for or against a new jail and he understands the Sheriff's needs. Ultimately, Supervisors must submit a bond referendum to a public vote. At this point, Dickson wants to back up and send out a Request For Proposal (RFP). He suggested hiring a jail consultant because \$6,000,000 is a great deal of money. Dickson expressed concerns about whether Supervisors are providing the public with the best options for the price. Are there other more economical options? Dickson is unsure because Supervisors just directed Shive to do Phase 1. In Dickson's opinion, Supervisors are taking a big gamble by going with only one (1) company. Sheriff advised Carroll County Sheriff's Office brought in other companies. Sheriff Ken Pingrey, Carroll County Sheriff, told Sheriff to save the time because Pingrey did the

homework. Shive has done numerous jails. Sheriff expressed concerns about hiring another company and starting over; especially since County just spent \$14,000 for Phase 1. Lewis did what County asked of him. He presented an option for remodeling the lower level. He also reduced the square footage for the administrative area in the proposed addition. Sheriff pointed out there is no way the bond referendum vote will be in August 2019, if Supervisors start over. There Jail has functioned within its limitations for twenty (20) years, but something needs to be done about it. Dickson does not disagree with Sheriff. He just is uncomfortable with putting forth a bond referendum for this price, if Supervisors do not consider more options. Sheriff asked what Dickson wants to do and Dickson stated he is unsure how to proceed at the moment. Beverly Wild was present for the discussion. She stated she is in favor of a new jail. In Wild's opinion, Shive knows what to do, so Supervisors should move forward. The voters always have questions. Sheriff pointed out County has been working on this project since July 2018. Wild questioned what will happen if the Supervisors put off the project for a year. She thinks Shive is a good company, and she has not heard anything bad about it. Dickson questioned why Sheriff did not issue an RFP. He opted to choose Shive because of Carroll County. Grasty pointed out Supervisors met with Design Alliance, Inc. In Wild's opinion, Shive presented the best options, so Supervisors need to move forward. She fears for the employees because inmates are different now. In Dickson's opinion, Supervisors must do their due diligence to help ensure a successful bond referendum. Dickson does not think waiting six (6) months is a big deal, if there is only one (1) vote. Sheriff reminded Supervisors about the presentation from Design. Dickson wants to do his due diligence before sending the issue to a vote. Sheriff reiterated he wants to present the bond referendum in August 2019. He pointed out the last female inmate tried to commit suicide and acted out while in custody. He emphasized the need to build a new jail for the safety of his employees. He hopes nothing bad happens in the meantime. In his opinion, a new jail should have been built ten (10) years ago. The costs will continue to increase five percent (5%), so Supervisors need to act now. Sheriff emphasized he has been talking about a new jail for ten (10) years because it needed to be replaced when he became the Guthrie County Sheriff. Kuster inquired about Shive's satisfaction rating. Sheriff advised past customers are satisfied with Shive. In fact, Shive has designed twenty-five (25) jails which is more than other companies in the area. For the most part, all the Counties are satisfied with Shive, and Pingrey said he would not go with another company. Sheriff acknowledged there needs to be a project manager to keep the contractors on task. Grasty understands Dickson's concerns; however, on the other hand, he does not want to go back to square one (1) and start the project over. A great deal of work has been done already. In Grasty's opinion, Lewis has been up front about issues. He thought Supervisors were going to discuss the options. Grasty acknowledged Lewis reduced the square footage to 14,000 to match the lower level remodel. He expressed concerns about the remodel only accommodating twenty (20) beds and not being expandable in the future. The revised addition includes twenty-four (24) beds and is expandable to thirty-two (32) beds. Sheriff reminded Supervisors that County Attorney talked about Fremont County building a new twenty (20) bed facility which is always full. Kuster inquired about the next step. Sheriff stated Supervisors have to select an option because Phase 2 is the engineering plan. Sheriff pointed out Lewis spoke to the cost of remodeling the lower level plus moving the restrooms and the elevator. In addition, there is the cost to relocate the Sheriff's Department during the construction. Sheriff is unsure where to temporarily relocate his Department. Grasty commented it will be easier to move into a new building. Laughery mentioned the new Dispatch Center contemplated in the remodel will be smaller than current space. Lloyd inquired about the kitchen and storage remaining in the lower level since it does not have to be in the new building. Grasty expressed concerns about shrinking the administrative space due to less square footage. In his opinion, Sheriff may need more administrative space as stretches get busier and the load increases. Grasty wants to plan a little growth in the future. Sheriff's priority is a code compliant jail which keeps his employees as well as the inmates safe. In Lloyd's opinion, it is counterproductive to build a facility which is too small. Grasty questioned whether County should shrink the new building only to expand at an additional cost in the future. Wild pointed out Dallas County already needs to expand its Jail. Grasty does not like the sally port without the drive thru option. Grasty acknowledged it costs more money, but he thinks Supervisors need to look toward the future. It is better to error on the side of good. Sheriff does not want to wish he incorporated a certain feature into project. He wants to do the project right, if County is going to build a jail. Carney verified Phase Three (3) is the bond referendum. He also confirmed County will receive blue prints as part of Phase 2. In addition, Carney asked if Sheriff plans to hold a meeting in every City to promote the bond referendum to the citizens. Grasty inquired about a committee. Sheriff has no objection if Supervisors want it. Lloyd inquired about pursuing Phase 2. Carney verified Sheriff is over budget, so he questioned where Supervisors will find the funds for Phase 2. Sheriff stated he paid for Phase 1 from his budget. Carney asked why Sheriff did not mention the project a year ago during the FY2019 budget process. Sheriff stated he did not realize the funds would come from his budget. Carney replied this is the first time Sheriff opted to move forward with project. Carney pointed out Supervisors are in a crunch because there only is so much money. Sheriff

replied the State of Iowa Jail Inspector says County has to move forward because the Jail no longer meets standards. He asked if he could proceed with Phase 2, if there are enough funds in his FY2019 budget. Sheriff stated he will work with Auditor. In Carney's opinion, Supervisors need to find more funding for the project. Sheriff stated it is difficult to budget because he does not know how many inmates he will house in a given FY. He anticipates it will be worse next year. Furthermore, he still has two (2) full drawers of warrants. Carney agrees with Dickson to a point. It all comes down to what the tax payers decide through a vote. He also wants to make sure Supervisors are correct before going to a vote. Sheriff questioned how to do it. In Grasty's opinion, Supervisors should have interviewed other firms at the start. He questioned whether Supervisors should go back to the first step though. Kuster pointed out it will cost more to do the first step over again rather than proceeding to Phase 2. Grasty pointed out Supervisors still need to select an option for Phase 2. Regardless, Supervisor must make a decision. Sheriff pointed out voters ultimately will decide if there will be a new jail. Sheriff assured Supervisors that he along with a committee will educate the voters about the current jail as well as the new facility. Lloyd expressed concerns about what happens if the voters turn down the bond referendum. Dickson concurred with Lloyd. He questioned how far it will set the project back. Sheriff stated he will delay until the next bond referendum. Dickson just wants it right from the start, and he does not think it is right since Supervisor only met with Shive. Sheriff reiterated Supervisors decided on Shive. Dickson still thinks Supervisors should do an RFP and explore other options. In Grasty's opinion, Supervisors need to consider the overall project. Dickson inquired about the committee. Sheriff stated he selected members, but Supervisors did not agree with his list. Dickson wants to start a committee. Furthermore, he does not think Sheriff was ever specific about wanting a new jail. Sheriff only talked about the condition of the Jail. Sheriff emphasized Jail Inspector cited his Department for violations every year. Dickson reiterated Sheriff never specifically stated a plan to fix the problem. Sheriff vehemently disagreed with Dickson. He insists County needs a new jail and the public should vote on the proposal. Motion by Grasty second by Kuster to approve revised Option 1, 14,000 square feet addition, for \$6,775,000. Carney wanted more discussion. Carney pointed out there are five (5) options. He is questioning which is the best option. In Sheriff's opinion, Option 1 is the best option, and the revision is acceptable to him. Carney still wants to know if there is a way to incorporate the lower level into the plan. Sheriff is willing to utilize the lower level, if it is available. Carney wants to speak with Lewis about incorporating the lower level. He expressed concerns about not using the existing space, and wonders if the public will question it. Sheriff pointed out the Guthrie County District Court and Guthrie County Clerk of Court will remain in the main building. Sheriff is willing to explore the lower level as an option. Carney commented on the fact Carroll County recommended Shive, but Dallas County opted to use Design. He acknowledged County got proposals from both companies. Carney inquired if Dallas County is fine with Design. Sheriff thinks Dallas County was happy with Design; however, Dallas County moved out of the City of Adel and started over on a green space. Carroll County is adding to the existing Carroll County Courthouse. Pingrey has no regrets with Shive. Sheriff is confident Supervisors will return to Shive; even if Sheriff sends out another RFP. Grasty likes the fact Shive will manage the whole project. He expressed concerns about outside contractors blaming each other if there is a problem. Sheriff confirmed Shive can administer the project from start to finish. Carney asked if Shive has its own contractors. Auditor explained project must be bid per the Iowa Code. Grasty verified County will work with Shive, if there is a problem. John Rutledge was present for the discussion. He explained Shive will put the bid package together and must follow all the bid rules. Shive also can help explain and assist the County through the bidding process. Shive even will talk to the public at County's request. A committee will help explain and sell the project. Carney verified the project may come in cheaper when it goes to bid. Wild stated it helps to have a company that knows its business. Rutledge acknowledged the bids could come in above or below the estimate. Grasty verified Sheriff can live with the revised plan. Carney confirmed Sheriff has no regrets with Shive and is not going to change his mind about using another company. Sheriff is confident in his decision because he did his homework before, he presented the proposal to Supervisors. Shive has experience building jails and knows how to do it. Furthermore, Lewis is good to work with and he is willing to talk at any time. Sheriff confirmed he spoke with the other company. Sheriff reiterated County needs this new jail facility, and he is not doing this for no reason. It is for the citizens of the County. Sheriff advised every County will be getting a new facility within the next ten (10) years. Carney acknowledged many citizens asked about a regional jail. Sheriff does not think a regional jail is an option. Grasty expressed concerns about the transport costs as well as jobs leaving the area. Other Counties considered it and opted to build their own jail. Lloyd pointed out there might be a fight over the location. Sheriff commented he has not spoken to any citizen who does not think County needs a new jail. Grasty advised he explains the situation when people question him. Sheriff acknowledged it his job along with the Committee to present the new jail and explain why the County needs it. Sheriff is positive it will be a good thing for the County. Supervisors returned to the motion. Grasty renewed his motion. Motion by Grasty second by Kuster to select Option 1, with the 14,000 square feet

revision, for an estimated cost of \$6,775,000. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 1 (Dickson).

Sheriff did not provide a Guthrie County Sheriff's Department update.

John Rutledge, General Manager, Lake Panorama Association and Director of Operations, LPN, LLC and Brad Halterman, Projects Manager, joined the meeting to discuss the resurfacing of Sage Trail. Joshua Sebern, Guthrie County Engineer, also was present for the discussion. Rutledge expressed his appreciation for the time to discuss this issue with the Supervisors. Rutledge commented he spoke with Sebern and complimented Sebern on his attentiveness to the Lake's requests for information. Rutledge reviewed the Guthrie County Secondary Roads Department Traffic Studies from 2017 and 2018. According to the Studies, the traffic on 200th Road to Sage Trail averaged 561 vehicles daily. This is a busy road with a high traffic count. If the Guthrie County Secondary Roads Department (SRD) paves this road, the County will own and maintain it. After a snow or ice event, the Lake will plow as well as salt and sand the road for the first pass. At the "T" intersection on 200th Road, drivers turn onto the Lake Road or Sage Trail. The Studies show 281 vehicles on the gravel road and 486 vehicles on Burchfield Drive which is a seal coat road. Rutledge is certain more drivers will use Sage Trail, if it was in better shape. Rutledge acknowledged Sebern has done a good job to stabilize the gravel by adding clay and chemicals. All in all, it has functioned well; however, it is nearing the end of its useful life. Rutledge wants to know the strategy moving forward. In his opinion, it will continue to deteriorate if SRD maintains it as is and does not make any changes. He is currently running defense with concerned citizens. Rutledge understands the cheapest option is to gravel and grade the road. He also understands replacing it with a concrete surface is not an option. He wants to know about middle ground options. For example, he estimates a double coated seal coat option may cost between \$100,000 to \$200,000. Rutledge wants Sebern to put together numbers regarding the cost to do more than just gravel and grade. He understands concrete is not realistic, but he thinks it is reasonable to look beyond gravel. In Rutledge's opinion, a seal coat with heavy aggregate is a good option. He acknowledged it is budget time, so he is unsure if Supervisors can include this project in the FY2020 Budget. Rutledge wants Supervisors to set aside some funding, if possible, until Sebern can present a reasonable project to Supervisors. He does not want Supervisors to put off the Lake until the next budget cycle because it means waiting eighteen (18) months. Sebern concurred with the comments. Supervisors inquired about possible solutions contemplated by Sebern and the associated costs of each option. Sebern will research the matter and report back to Supervisors. Lloyd questioned the durability of a seal coat road considering truck traffic; especially in the spring. Grasty does not think heavy traffic on a seal coated road is a good idea. Rutledge advised the Lake had to embargo some of its roads because the roads did not have a good base. Many of the roads had been laid over with seal coat as a dust control option. The Lake reworked some of the internal roads. Seal coat is viable with a stable, thicker base. Lloyd agrees the area needs some sort of hard surface road. Rutledge thinks stabilized gravel is an outstanding option too. Kuster questioned how long it will last. Sebern estimated it will last five to six (5-6) years at a cost of \$20,000 to \$30,000 in materials. SRD previously worked on the project for two (2) to three (3) weeks and did a full regrade of Sage Trail. Rutledge pointed out the wash boarding issue. He stated people really appreciated the consistency of surface in the beginning; however, the grading does not last long now. Everyone prefers a hard surface over gravel. Kuster pointed out there are several projects needing money. Rutledge acknowledged SRD's tactics over the past five (5) years were an acceptable option, but it needs to be fixed now. Carney questioned if the road will last longer, if SRD does not regrade it due to the settling. Sebern stated the issue is not structural. The problem is the loose material on the surface. When SRD regrades the road, it packs down because the grader moves back and forth. The result is a sound road bed when the grader is done. Sebern stated this just is the nature of gravel roads. Lloyd asked Sebern for his opinion on seal coat. Sebern replied he will approach this option with caution because, in a perfect world, it will last, as long as there is a good base. The section by the bridge has held up well. Sebern advised there are some areas which need to be patched in the near future. That being said, there will be some areas along Sage Trail which will fail, if you seal coat it. Rutledge advised it costs the Lake \$20,000 per mile to seal coat some of the roads. If the Lake double coats a section, the cost increases to \$80,000 per mile. He estimates it will cost \$300,000 to seal coat Sage Trail. This includes labor which could be approximately \$200,000 as well as materials at a cost of \$100,000. In addition, it will cost roughly \$25,000 to \$50,000 to do a single coat as maintenance in the future. Rutledge pointed out SRD may not need to do the entire two (2) miles at once as long as the transition is in a good place. He reiterated Supervisors need Sebern to compile his own numbers. Grasty does not see any reason why Sebern should not draft a proposal. Rutledge pointed out two (2) of the Supervisor Districts meet at Sage Trail and 200th Road. He is not advocating for anything special at the Lake. He just thinks 280 plus cars is an exceptional amount of traffic for a

gravel road. Dickson pointed out the project must be funded with local dollars, so he is unsure if SRD can do it. Rutledge thinks SRD can do it, and it just is a matter of priorities. In Dickson's opinion, Supervisors needed to consider what is good for the whole County. Rutledge reiterated he just wants Sebern to compile the hard numbers, so there is a basis for the decision. If Supervisors opt not to do the project, that is fine. Rutledge will run full defense because there is not enough funding to pave the Trail. Rutledge pointed out, if SRD can improve Sage Trail for \$200,000, he thinks it is worth considering the project. Lloyd commented the Guthrie County Regional Airport Authority needs money for its runway project. Dickson admits there is money in the SRD reserves, but Supervisors need to consider other projects. Rutledge just wants Sebern to present two to three (2-3) possible options. This way Rutledge can present the Lake with real numbers and explain why SRD is not addressing the Trail. Ultimately, it is Supervisor's decision whether or not to improve Sage Trail. Sebern requested direction from Supervisors. He pointed out he did not include this project in the FY2020 Budget right now. Rutledge reiterated he will ask Supervisors to include the project in the FY2020 SRD Budget, if the estimate is around \$200,000. Grasty does not foresee a problem with Sebern preparing a realistic estimate. He questioned if Sebern has time to do it. Sebern replied he can do it. Carney asked how long it will take Sebern to prepare an estimate. Sebern state he may need to speak with other County Engineers about options. He pointed out SRD tore out all the seal coat roads in the County because SRD had problems maintaining it. He is very cautious about setting a precedent. Sebern acknowledged the SRD Reserve is elevated right now, but Supervisors need to exercise caution as the Tax Increment Financing (TIF) funds dwindle because the Reserve is SRD's only cushion. There are multiple issues to consider at this time. Lloyd briefly talked about tearing out all the seal coat roads because it was difficult to maintain these roads and the roads did not last long. In his opinion, SRD does not have a good track record with using seal coat, so it seems like a gamble. Rutledge just wants a strategy. He is fine if the County cannot do the project in FY 2020, but he wants it to remain an option in the future. There is a history of Sage Trail being on the table for decades with nothing being done about it. Rutledge acknowledges Sebern is doing the best he can considering the situation. Lloyd is fine with the request as long as Sebern is willing to do it. The consensus among Supervisors is to have Sebern formulate options as well as the costs associated with these options. Supervisors need this information before making any decisions.

Supervisors reviewed the Semi-Annual Report of Marci Schreck, Guthrie County Treasurer, for the Period of July 1, 2018 – December 31, 2018. Motion by Grasty second by Lloyd to approve the Semi-Annual Report of Marci Schreck, Guthrie County Treasurer, for the Period of July 1, 20178– December 31, 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed Occupational Safety and Health Administration's (OSHA) Form 300A Summary of Work-Related Injuries and Illnesses for the Guthrie County Courthouse. This year the Form only covers the Guthrie County Courthouse. The Guthrie County Conservation Department, Public Health Department and Secondary Roads Department completed separate forms. Motion by Kuster second by Lloyd to approve and sign Occupational Safety and Health Administration's (OSHA) Form 300A Summary of Work-Related Injuries and Illnesses for the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor submitted the form prepared by Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, to appoint representatives to the Adair/Guthrie County Emergency Management Commission. The form appoints the Guthrie County Board of Supervisors' Chair as the representative to the Commission pursuant to Iowa Code Chapter 29C. It also designates a primary alternate and secondary alternate. The Supervisors briefly discussed the matter and opted to confirm Kuster's appointment as the primary alternate and not appoint a secondary alternate. Motion by Grasty second by Kuster to appoint Lloyd as the representative and Kuster as the primary alternate to the Adair/Guthrie County Emergency Management Commission. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor corrected language appointing Kuster to the Commission in the Minutes for the regular meeting on Wednesday, 2 January 2019. Auditor passed around a letter from the Commission notifying Supervisors of the FY2020 budget request. Kuster explained the Commission is adding a part-time position for thirty (30) hours per week. The Commission will conduct interviews to fill the position during the next month or so. The Commission is doing this to prepare for Kempf's pending retirement.

Supervisors briefly discussed the County Farm Tiling Project. Brandon Thompson, Guthrie County Facilities Manager, prefers Supervisors plan the project and then Thompson will manage the bid process. Carney will research

the Project through the Natural Resource Conservation Service (NRCS). Supervisors want to drain the pond, but Carney suggested leaving it as a silt basin. It needs to be tile around up to the road. There is no good way to fence the area, so the best course of action is to tile it, so the tenant can farm it.

Supervisors reviewed the Second Quarter of Fiscal Year 2018-2019 Budget Report. Auditor explained Thompson's salary is split with seventy-five percent (75%) in Dept: 53 - Facilities Management and twenty-five percent (25%) in Dept: 79 - Transfer Station. She needs to make sure Chief Deputy Auditor is assigning the salaries to the correct Departments. She also confirmed the Transfer Station fence was paid out of Dept: 53 which is in Fund: 0001 - General Basic, but it should be paid from Fund: 0011- Rural Services. Dickson wants the payment for the fence to be paid out of Dept: 27 - County Farm. Auditor can move this expense by doing a journal entry. Supervisors discussed moving the expense to Dept: 27 to free up funds in Dept: 53. Motion by Kuster second by Grasty to move payment for the Willms Fencing LLC Invoice for building the Transfer Station fence from Dept: 53 - Facilities Management to Dept: 27 - County Farm. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to approve the Claims from 3 January 2019 – 15 January 2019 in the amount of \$242,245.67. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor passed around an email from Denise Ballard, Consultant, Iowa Governmental Health Care Plan (IGHCP), regarding the insurance premium. Ballard recommended a six percent (6%) increase. Kuster inquired if adding entities will help the cost. Dickson explained the group already met its threshold of lives, so there should not be any additional breaks at this point. Therefore, it would not impact the bottom line.

Supervisors briefly discussed salary increases. Kuster questioned a set dollar amount versus a percentage. He pointed out the spread keeps getting wider. Dickson commented most Deputies are tied to the Elected Official's salary. Furthermore, Deputies cannot exceed eighty-five percent (85%) per Iowa Code. Lloyd commented SRD takes an average of the high and low to maintain the rates. Supervisors briefly discussed various ways to calculate salaries. The Guthrie Compensation Board needs to recommend a dollar amount though for Elected Officials in order for Supervisors to go this route. In Kuster's opinion, people prefer a percentage increase over a dollar amount. Dickson thinks the Elected Official can opt to give their employees a dollar amount in lieu of a percentage. Traditionally, Supervisors give employees the same percentage as Elected Officials. Furthermore, the Elected Official/Department Head increase is usually a percentage added to the salary.

There being no further business to come before the Board at this time, the Board adjourned at 11:47 a.m. until its regularly scheduled meeting on Thursday, 17 January 2019. Motion by Kuster second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

17 January 2019

The Guthrie County Board of Supervisors met this 17th day of January, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson and Jack Lloyd. Everett Grasty and Jerome "J.D." Kuster were attending the Iowa State Association of Counties (ISAC) New County Officers School.

The meeting came to order at 9:00 a.m.

Motion by Dickson second by Carney to approve the Agenda for 17 January 2019. Motion carried on a vote: Ayes: 3 Nays: 0.

Brenna Bird, Guthrie County Attorney, joined the meeting to discuss the Fiscal Year (FY) 2018-2019 County Attorney Budget. She wanted to update Supervisors on some items she needs for her office. She is in the process of transition the office from paper to an electronic system. She received a quote from Guthrie Center Communications (GCC) for a laptop computer with Microsoft Office 2019. It will cost \$950 plus seventy dollars (\$70) for an extra power cord. According to David Garland, IT Technician, GCC, the Office 2019 software is accounted for in the FY2019 Information Technology Budget. Bird advised she also needs to purchase a Prolaw license during FY2019, so she can access the program. It will cost \$480 and is renewed annually. Bird stated she will wait and purchase a new office chair during FY2020. She also advised she does not have a quote for a new photocopier. She still is researching the most cost-effective route. It appears a lease may be cheaper than purchasing toner. Bird assured Supervisors that she will use all the toners already purchased before she gets rid of the existing copier. Bird notified Supervisors that she will need to pay Tim Benton, the Assistant County Attorney (ACA), for any accrued paid time off when he leaves employment with the County. She estimates the total payout will be \$11,381 based on documentation provided by the Auditor's Office and assumes it will be paid during FY2020. Pursuant to Lloyd's question, Bird advised Benton plans to stay through 1 July 2019. If Benton uses any leave before then, it will reduce the amount accordingly. Supervisors inquired about Benton receiving compensation time, and Bird confirmed he accrued leave for any hours worked over thirty-two (32) hours per week. Carney inquired if Bird will hire another ACA. She replied it is necessary given the volume of work in her office. Furthermore, she will need the new ACA to start right away. Therefore, she may need to advertise in advance, so she can train the new ACA and bring the person up to speed depending on when Benton leaves in relation to FY2020. She is glad Benton stayed because it has been a smooth transition. Bird's last request for this month is an office cell phone because she does not want to use her personnel cell phone for County business. She will use the office cell phone for all County related calls and emails. She always wants to be available to address issues and resolve cases. Bird prefers to keep her work and personal communications separate. The estimated cost is \$150 per month depending on the plan. She will select an affordable plan. Auditor confirmed there only is approximately \$476 in Fund: 0030 - Attorney Seized Property. Furthermore, this money only can be used to enhance the County Attorney's Office and not supplant routinely budgeted items. Supervisors reached a consensus and assured Bird that they will not deny her budget amendment request in March.

Bird provided a Guthrie County Attorney's Office Update. She advised she will try to provide regular updates once each month. Bird stated she is keeping busy. She just attended the Basic Training for County Attorneys Course. She also has pending jury trials. Bird advised her first jury trial as Guthrie County Attorney begins next week, and it should last three (3) days.

Motion by Carney second by Dickson to reappoint Harold Rochholz as Thompson Township Trustee for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Carney second by Dickson to reappoint Joyce Rochholz as Thompson Township Clerk for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors held a Fiscal Year 2019-2020 Budget Work Session.

Supervisors briefly discussed pending county property projects. Auditor advised she reassigned the Willms Fencing LLC expense to Dept: 27 - County Farm. She also confirmed she deposited the Landfill Pasture rent into Fund: 001 - General Basic because Dept: 27 is in this Fund. Dickson stated he wants to move forward with the tiling project at the County Farm this spring. Carney inquired about getting an estimate. Dickson wants Supervisors to develop a plan and have Brandon Thompson, Guthrie County Facilities Manager, administer the Request For Proposal (RFP) as well as bid process. Auditor advised the interview committee will interview four (4) people for the Human Resources Director position on Friday, 25 January 2019 or Wednesday, 30 January 2019.

Motion by Carney second by Lloyd to approve the Minutes from 8 January 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Dickson second by Carney to approve the Minutes from 10 January 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to provide the Guthrie County Transfer Station (TS) update. He received the grant to purchase another recycling bin. It will cost \$5,000. TS will pay \$600 for the shipping. Arber stated the Staff is doing a good job keeping TS clean. He acknowledged the snow has caused a slowdown. Arber stated the FY2019 Budget is at forty-three percent (43%) for the year. He will need to move some funds into the maintenance portion of the budget. Thompson was present for the discussion. He stated the heated shop is working well. Furthermore, he plans to remove the old office in the Garbage Building. This will enable a nice flow. Arber and Thompson concur the telehandler is working fine. All in all, TS is running smoothly in Arber's opinion. It is clean, and Staff made good improvements. Lloyd verified Arber and Thompson are done with the major improvements. Arber confirmed the concrete floor is complete as well as the fence. There also is heat in the Shop and new doors installed in the Blue Building. Thompson stated he plans to change all the lights to LED. He also notified Supervisors that he may need to replace the doors in the Recycling Building. In addition, Thompson wants to relocate the tires into an open front shed. The estimated cost of this shed is \$5,000-\$6,000. The tires must be moved away from the buildings in case of fire and to prevent rodent infestations. Arber moved up the timeline for the routine tire removal. It went from every six (6) months to quarterly. Pursuant to Dickson's inquiry, Arber advised TS pays for tire removal because no one collects tires for free.

Arber began the Fiscal Year 2019-2020 TS Budget work session. Jo Rasmussen, Guthrie County Public Health Finance Coordinator, also was present for the discussion. Arber provided a revised copy of the FY2020 Budget. He will submit the tentative proposed budget after Supervisors decide about the trucking. He noted an increase by the Carroll County Landfill. The Tipping Fee increased by one dollar (\$1) and the Recycling Fees increased by five dollars (\$5). The new cost is forty-five dollars per ton (\$45/ton), so he increased the budgeted amount to \$13,400. Carroll County sets its rate based on a percentage of the total deliveries divided by the number of entities delivering to the Landfill. This enables Carroll County to set a rate for the entire year. The rates also increased because recycling prices plummeted since the Peoples Republic of China is not accepting as much recycling. Arber pointed out there will be more expenses in the employee line items. In particular, he increased the line item for Wage Of Temp/Part Time Employees-Extra Help. Currently, TS contracts with Koster Grain, Inc. to haul the garbage to the Landfill. Arber advised Koster's rate will increase to \$354.50 per load from \$315. Koster hauled 380 loads last year. In Arber's opinion, TS can save money over fifteen (15) years by doing the hauling. If he can control the variables, he can control the cost. Arber acknowledges it is a big input during the first year. He estimates it will be an additional \$260,000. Arber plans to buy two (2) used semi-trucks (\$100,000) and purchase two (2) new trailers (\$160,000). He estimates it will cost \$60,000 for a driver, including benefits. He also built in a replacement cost of \$15,000 starting in Year Two (2). Arber projects the trailers will last for fifteen (15) years. Currently, Koster averages two (2) loads per day. Arber also built in fuel and maintenance costs. Arber projects a conservative increase of five percent (5%) to Koster's next contract. Therefore, it will cost \$2,356,490 over fifteen (15) years which means a savings of \$333,469, if Arber purchases trucks and hires a driver to haul the garbage as well as recycling to the Landfill. The current average is 420 loads per year. If TS does the hauling, it will cost \$548,908 the first year, after purchasing the trucks, with a total projected revenue of \$530,830. In Arber's opinion, the County's portion is minimal to cover expenses. He plans to spread the startup costs over five (5) years. His goal is to make TS almost self-sustaining with little input costs. In the future, he can renegotiate the per capita rate and tipping fees. He will spread out the costs to setup TS for success. Arber acknowledges it is a great deal of money. He pointed out the \$150,000 already budgeted for Koster will go towards the \$350,000. He needs Supervisors to decide if he must contract with Koster, or he can purchase the trucks. Arber wants to hire the driver, so the person can start on 1 July 2019. Dickson verified the trailers are fourteen (14) weeks out. Arber stated he also needs time for delivery of the trucks. Thompson will manage the service and repair portion of the budget as well as move the maintenance portion to the Dept: 53 - Facilities Management. Carney verified the current driver operates the recycling truck, so Arber will still need him on a part-time basis. Arber wants to make sure this staffing is the most economical option for the County. In his opinion, all future employees working in the yard should have a CDL. Arber will submit the budget to Auditor. Arber presented Supervisors with a tipping fee map. TS is one of the cheapest facilities at twenty dollars (\$20) per capita and a sixty dollar (\$60) tipping fee. In Arber's opinion, County is receiving a good service for its investment. Dickson asked Lloyd what he thought about purchasing trucks. Lloyd stated the fewer drivers operating a truck translates into better care of the equipment. Drivers tend to take better care of a truck if it is assigned to them. Arber pointed out the plan is to have full-time

drivers and to just use part-time drivers as backup. Lloyd thinks Thompson should assign maintenance of the truck to the driver as much as possible. Once again, the driver will take better care of the truck, if the driver is responsible for maintaining it. Arber advised TS will continue to use Turkle Clark Environmental Consulting for its engineering services. Turkle is very busy in the spring. Also, Arber is unsure how long it will continue to provide these services. The question was raised regarding how much it will cost to do the testing in-house as opposed to hiring an environmental consultant. Carroll County does most of its own testing for the closed sections of the Landfill. Carroll County is going to send Arber the procedures it uses to do the testing. There may be some potential savings by doing this testing in-house. Carney talked about having to pay a full-time driver. Dickson likes the fact the County can control the costs. Dickson and Lloyd discussed the indirect costs associated with Koster replacing trucks. Lloyd added TS is at the mercy of when Koster is available to haul garbage; however, it is not cheap to operate trucks and the driver has a big impact on maintenance. Carney stated Supervisors must make sure they explain the need for a one (1) year increase when they present the FY2020 Budget. Carney acknowledged the reasons for TS opting to haul to the Landfill. Auditor pointed out the impact on Thompson. Lloyd is hoping the high dollar projects are coming to an end. Arber stated Koster wants a three (3) year contract. Auditor inquired if any of the other bidders were willing to enter into a one (1) year contract.

There being no further business to come before the Board at this time, the Board adjourned at 12:31 p.m. until its regularly scheduled meeting on Tuesday, 22 January 2019. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 3 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

22 January 2019

The Guthrie County Board of Supervisors met this 22nd day of January, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 22 January 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Richard T. Hunsaker, Executive Director, Region XII Council of Government, joined the meeting to discuss the Iowa Prison Industries'/Iowa Association of Councils of Governments' Prisoner-Built Housing Program. Hunsaker presented the current state of the Prisoner-Built Housing Program. Homes for Iowa, Inc. (HIF) was incorporated as a non-profit company to manage the process. The Governor of Iowa called for the initiative in her State of the State address; however, she did not include the program in her Fiscal Year (FY) 2019-2020 Budget. Iowa Prison Industries (IPI) has some funding to begin the project, so the Iowa Department of Corrections can proceed with building a fence for the medium security sector at the Newton Correctional Facility (NCF). IPI may begin building houses in the minimum security sector at Newton since it requires less preparation. The Iowa Legislature will codify the program in the Iowa Code to make it official. Dickson inquired how these houses are different than the manufactured homes sold by local business. Hunsaker explained these houses are not delivered on a chassis and are not divided in half. The houses are approximately 1,200 square feet with a dimension of twenty-four feet by fifty feet (24'x50'). The houses also are less than thirteen feet six inches (13'6") in height. In Hunsaker's opinion, this project does not compete with local business because of the unique price point. In most communities, a citizen cannot buy a new home for \$175,000, including the cost to install the foundation and utilities. It just does not pencil out. The individuals who can afford to build homes do not earn eighty percent (80%) or less of the median income. At this time, the rules are not set, so the

Iowa Association of Councils of Governments (IACOG) is working with a Legislator to create legislation to establish the program. The current criteria for the Block Grant or Trust Fund programs is thirty to forty percent (30-40%) of the median income. Hunsaker thinks the criteria may be loosened to 100%; especially, if IACOG is able to assist with loans and repairs. He explained two (2) spouses earning minimum wage cannot afford to build a home for \$120,000-\$130,000; even with a direct loan from the United States Department of Agriculture (USDA). The Home Builders Association is in favor of the program because it provides job training for inmates which the Association can employ as workers. Carney questioned if there is only one (1) floor plan. Hunsaker advised initially there will be only one (1) plan. The Project is modeled after the Governor's House Program in South Dakota. This program has a couple of plans now. The current plan will be a three (3) bedroom, one and a half (1½) bath home. Supervisors directed Auditor to include the Iowa Prison Industries Affordable House Program Resolution on the Agenda for the regular meeting on Tuesday, 29 January 2019.

Jotham Arber, Guthrie County Public Health and Environmental Health Director, joined the meeting to discuss the Emergency Medical Services (EMS) Grant. Public Health was able to provide a \$6,000 grant to Panora EMS, through the Service Area 1A Coalition funds, to pay for paramedic training. The State Auditor reviewed the funding and flagged the \$6,000 contribution because the students have not completed training. Public Health initially submitted all the paperwork to the State, and there were no problems. The Coalition needs to collect the \$6,000 until the training is complete in August 2019. Then, the State will reimburse Public Health. Arber assured Supervisors he submitted all the pertinent details originally, and it was approved by the State. Kuster reminded Arber to make sure the Coalition includes the expense in its FY2020 Budget. Arber assured Supervisors the Coalition earmarked the money. He stated the sole purpose of this discussion is to explain the reason for the claim. Dickson clarified Public Health already received the funds and simply is repaying the Coalition.

Arber presented the Public Health Fiscal Year 2019-2020 Budget. Jo Rasmussen, Guthrie County Public Health Finance Coordinator, also was present for the discussion. Arber provided the Guthrie County Public Health Nursing Home Health Cost Report Part 1 and the Environmental Health Worksheet of Services provide over the last six (6) months. Arber advised Auditor helped double check the Federal Insurance Contributions Act tax (FICA) and the Iowa Public Employees Retirement (IPERs) contribution. He made a concerted effort to cut back on expenses. Arber's plan is to decrease expenses by two percent (2%) per year. Carney commented the total budget is \$60,000 less than FY2019. Arber explained the revenue figures because PH is not collecting as much revenue as it did in the past. In particular, PH is receiving reduced Medicare and Medicaid amounts due to the Managed Care Organizations (MCO's) assuming more coverage. All in all, there has been a consistent decline in revenue. Actually, the number of allowable services has decreased not the number of patients. In addition, PH has an issue with collecting revenues in a timely fashion. A denial requires PH to re-bill services which in turn causes an even longer delay with the reimbursement. Furthermore, Medicare is trying to avoid paying for services and adjusts payments based on revenue for the last six (6) months. The State of Iowa plans to add a new MCO, so Arber hope this will stimulate revenue. Long story short, PH does not get paid quickly and constantly must fight for its money. Dickson stated PH's goal was to be self-sufficient. Arber added the MCO's threw a wrench into the plan. Arber is researching methods to stimulate revenue as well as ways to be more efficient. Arber met with the Audubon County Board of Supervisor about the rising cost of PH services over time. Eventually, it will cost too much and the elderly ultimately will suffer because there will not be any services. Arber stated Unity Point Health pulled out of the area because it could not generate a profit. Carney estimated PH will be short \$84,000 for FY2020 based on the comparison of expenses to revenues. Supervisors directed Auditor to enter the PH FY2020 Budget.

Arber submitted the Environmental Health Fiscal Year 2019-2020 Budget. He basically kept the budget the same as FY2019, so there are not many differences he needs to address with Supervisors. The only additional request is a utility bed for the truck Justin Downing uses to do Percolation testing (PERC testing). It will cost an additional \$7,500. Arber advised the Motor Vehicle-Misc Expense line item in the amount of \$15,000 doubles as a capital asset savings plan. Dickson confirmed the utility bed and auger will be procured in a gradual step process. Grasty reminded Supervisors Arber previously presented these plans and explained the reason for this ergonomic enhancement. Arber reduced the fuel cost based on past experience. Supervisors authorized Auditor to enter the EH FY2020 Budget.

Arber offered the Environmental Health – Pass Through Fiscal Year 2019-2020 Budget. He explained the purpose of this budget. Supervisors directed Auditor to enter the EH - Pass Through FY2020 Budget.

Supervisors conducted a Fiscal Year 2019-2020 Budget Work Session. Arber addressed the Transfer Station Fiscal Year 2019-2020 Budget. He provided an overview of his plan to purchase trucks as well as the Request For Proposal (RFP). Koster Grain Inc. submitted the lowest bid for the hauling contract, but the cost is \$150,000 higher than the most recent contract. The current rate is \$315 per load. Arber acknowledged the total overall expense associated with purchasing the trucks is significant in the purchase year. He explained the savings are generated over the course of the next several years with the decline in expenses. Currently, the County renegotiates Koster's contract every five (5) years. Historically, there has been a five percent (5%) increase in the contract with each renewal. The fifteen (15) year depreciation calculation for the trucks demonstrates a significant savings over time, if the Transfer Station (TS) purchases its own trucks. There will be additional costs include hiring an employee, insurance and fuel. In addition, TS needs to set aside funds to replace the trucks in the future. Arber advised Brandon Thompson, Guthrie County Facilities Manager, also needs to budget for tires and maintenance/repairs. Arber included expenses for maintenance/repairs as well as replacement of the trucks in his cost analysis. He estimated the costs high. Arber needs Supervisors to decide which route he shall pursue for FY2020. Lloyd verified the duration of the Koster contract is five (5) years at \$354 per load. Other bidders submitted proposals with a rate of \$415 per load and \$450 per load. In Arber's opinion, if TS can control the variables, it can control costs. The only way to do it is by owning the trucks. Several TS employees have or will get Commercial Drivers Licenses (CDL's). In addition, there are people with CDL's willing to drive part-time for TS. Kuster inquired if there is enough time to purchase the equipment and train drivers by 1 July 2019. Arber replied he needs to begin the process now, if Supervisors opt to go this route. It will take twelve (12) weeks to take delivery of the trailers, but the trucks are available in a couple of weeks. Grasty verified Arber plans to purchase good, used trucks and new trailers. Arber stated he opted to purchase new refuse trailers because these trailers have the proper equipment to deal with garbage. Kuster inquired about how much the trucks and trailers will increase the County's liability insurance. Arber replied TS just is adding two (2) trucks to the County's fleet, so it should not cause much of an impact. He also notified Supervisors that he is procuring quotes for pollution insurance. He thinks it will cost an additional \$6,000-\$7,000 per year. Dickson inquired about the trailers. Arber explained these are live bottom trailers with steel reinforcements. He estimates the trailers will cost \$70,000-\$80,000 each because the trailers are more heavy duty than a live bottom grain trailer. Arber reiterated he needs guidance soon, if Supervisors opt to go this route, in order to meet the 1 July 2019 deadline. Thompson also needs to adjust the F2019-2020 Facilities Management Budget. Arber is going to shift the maintenance/repairs and supplies for the vehicles to Thompson's budget. Arber stated the breakeven point for the purchase is six (6) years. Over a fifteen (15) year depreciation cycle, using a five percent (5%) increase in the Koster contract, TS will save \$300,000. This includes a two percent (2%) annual increase for employee costs, and \$15,000 per year set aside for a replacement fund. The estimated usage will be 48,000 miles per year based on two (2) trips per day. The life span of a trailer is one (1) million miles. Arber plans to replace one (1) truck in seven (7) years. In Carney's opinion, the way to go is TS owning its own trucks. His only concern is the impact it may have on the new jail bond referendum. Carney is concerned people may not realize the expenses will decrease in the future. He commented it is hard to disagree with the facts. Dickson stated Supervisors cannot let other expenses slide because of this project. He pointed out TS will be locked into a hauling contract for five (5) years, and this will be an issue, if TS wants to purchase trucks in the next few years. Arber proposed a shorter three (3) year contract, but he is unsure how it will impact the rate. Grasty pointed out all the costs just get more expensive. Auditor mentioned the funding for the Guthrie County Regional Airport Authority, the Guthrie County Library Association and Integrated Roadside Vegetative Management (IRVM) are part of the Fund: 0011 - Rural Services too. Arber stated the goal is to stabilize TS through the per capita rate and Tipping Fee changes. Kuster pointed out there is less work involved with the contract. In Grasty's opinion, it is a big expense all at once, and he is skeptical about the savings over the long term. He reiterated expenses will not get cheaper down road. Carney expressed concerns about TS not having a way out, if TS gets into a jam with the hauling. In Grasty's opinion, there will be providers willing to pull the trailers, if TS has problems. Arber believes TS will be able to work with local providers, if there is an emergency. In Dickson's opinion, there will not be any issues, if TS buys two (2) trucks and two (2) trailers. Carney thinks it can go either way. Grasty commented tax payers may have a legitimate concern because taxes generally do not decrease once Supervisors increase the levy. Dickson reiterated this is a one-time expense as opposed to some of the other on-going issues. Supervisors discussed the longevity of TS. In short, it will be around for the next twenty (20) years and beyond because there are no other options. Kuster suggested Supervisors make a decision now. Carney gave Arber credit for being forward thinking in an attempt to reduce the overall costs. Grasty acknowledged it should save money in the long term. Dickson commented the County may incur a debt service levy next FY. Rasmussen will provide the insurance figures to Auditor. Supervisors directed Auditor to

enter the Transfer Station FY2019-2020 Truck Budget. Motion by Dickson second by Kuster to authorize Jotham Arber, Transfer Station Executive Director, to purchase two (2) used trucks and two (2) new refuse trailers for the Transfer Station rather than entering into a new hauling contract with Koster Grain, Inc. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Grasty and Kuster) Nays: 1 (Lloyd).

Supervisors reviewed the Fiscal Year 2019-2020 Budget for those Departments managed by the Supervisors. Auditor entered all the miscellaneous requests submitted throughout the last month. Supervisors authorized Auditor to enter these Budgets.

Supervisors reviewed the Semi-Annual Report for Guthrie County SFY 2019 Substance Abuse Prevention Grant. Said report sets forth the Service Area, Project Workplan Goals, Objectives and Activities. Motion by Grasty second by Dickson to approve the Semi-Annual Report for Guthrie County SFY 2019 Substance Abuse Prevention Grant. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed the donation of funds to the Guthrie County Veterans Memorial Wall Project. Thompson previously informed Supervisors he is comfortable with contributing no more than \$2,500 towards the project from the FY2019 Dept: 53 - Facilities Management Budget. Motion by Dickson second by Grasty to donate \$2,414, the amount of the invoice from Caliber Concrete LLC, to the Guthrie County Veterans Wall. Motion carried on a vote: Ayes: 5 Nays: 0.

There was no discussion about any county projects.

Carney and Dickson briefed Supervisors on the Heart of Iowa Region Board Meeting held on Monday, 21 January 2019.

Auditor submitted the Guthrie County Auditor's Report of Fees Collected for First Quarter Ending 30 September 2018. Total fees collected were \$2,512.97. Motion by Grasty second by Lloyd to approve Guthrie County Auditor's Report of Fees Collected for First Quarter Ending 30 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor submitted the Guthrie County Auditor's Report of Fees Collected for Second Quarter Ending 31 December 2018. Total fees collected were \$23,467.87. Motion by Carney second by Grasty to approve Guthrie County Auditor's Report of Fees Collected for Second Quarter Ending 31 December 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Carney to table the Minutes from 15 January 2019 and 17 January 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 30 December 2018 – 12 January 2019 as well as the County and Assessor Payroll Reports for 5 January 2019 – 18 January 2019.

There being no further business to come before the Board at this time, the Board adjourned at 1:21 p.m. until its regularly scheduled meeting on Thursday, 24 January 2019. Motion by Kuster second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

24 January 2019

The Guthrie County Board of Supervisors met this 24th day of January, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Grasty to approve the Agenda for 24 January 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Sarah Gomez, Midwest Partnership Economic Development Corporation, Executive Director, joined the meeting. Andrew Randoll, PRIDE, Dennis Flanery, Guthrie Center Development, Mike Underwood, Midwest Partnership Board Member, and Jerry Sullivan, Farmers State Bank Yale, also were present for the discussion. Gomez presented the Midwest Partnership Economic Development Corporation Fiscal Year (FY) 2019-2020 Budget requests. She handed out a packet of materials including an invitation to the 2019 Annual Dinner, Highlights from 2018, Highlights for 2019, an announcement for the Third Iowa Rural Summit, and a Midwest Partnership (MWP) brochure. She also thanked Supervisors for meeting with her. Gomez advised MWP is asking for the same amount since 2010, \$30,088 for MWP and \$5,039 for the Western Iowa Advantage Membership. Gomez announced MWP received the award for Overall Best Business Retention Program for region organization from the State of Iowa in May 2018. Furthermore, all the Counties associated with MWP were designated Home Base Iowa Communities. Gomez advised MWP will continue to work with schools to assist with career fairs and professional development days. She briefly spoke about housing. MWP will assist all communities with housing initiatives, including the development of a plan. MWP's community development will work with communities to build unique selling propositions. It not only will focus on drawing visitors, but also full-time residents and workers. Gomez stated there is a committee group aggressively addressing the childcare issue in the City of Stuart. Lloyd inquired if MWP has any big plans for 2019. Gomez replied MWP is working on business plans for seven (7) business. This includes site development as well as partnering with the Region XII Revolving Loan fund. World BIO, a tradeshow in the bio industry, will be in the Midwest at Des Moines, Iowa for the first time in July 2019. MWP is working with POET to arrange tours. Dickson inquired about the issues with project Gingerbread. Gomez advised there is no warehouse space available for it. Gomez spoke about this in the past, and the take away is Guthrie County needs more warehouses because businesses are looking for warehouses. MWP is talking to a developer from Omaha, Nebraska, who is willing to invest in the region. Dickson commented on developers erecting speculation buildings in the past. He inquired if there are specific requirements. Gomez replied lately there have been no height requirements just square footage. Grasty pointed out communities must have buildings in place because businesses do not want to wait according to a speaker's presentation in Templeton, Iowa, three (3) years ago. There also needs to be Interstate access within ten (10) miles. It must be a modern, functional space accessible by good roads. Underwood thanked Supervisors for the support. He stated MWP is about regionalism and collaboration. Underwood is interested in sitting down with Supervisors and becoming part of the County's five (5) year plan. Dickson commented on the need for infrastructure not available within the County. He is open to a conversation about warehouses and ways to get communities to build these structures. Grasty previously spoke with Gomez about access to warehouses. She will look to other communities to see how these communities funded similar projects. County needs to take a closer look at the matter. In addition, there is no manufacturing space. Companies are having a hard time finding 10,000 square feet structures for expanding these operations. Motion by Grasty second by Dickson to approve Midwest Partnership Corporation's Fiscal Year 2019-2020 Budget request in the amount of \$30,088 as well as the Western Iowa Advantage Membership for Fiscal Year 2019-2020 in the amount of \$5,039 for a total of \$35,127. Motion carried on a vote: Ayes: 5 Nays: 0.

Tristen Richard, Guthrie County Recorder, joined the meeting and presented the proposed Recorder Fiscal Year 2019-2020 Budget. Julie Tallman, Deputy Guthrie County Recorder, was also present for the discussion. There are not many changes this year. The main increase is salaries. Recorder still wants to hire another full-time employee, but she understands it will be a tough decision this year. She proposed the addition of a part-time employee which Supervisors

mentioned last year. She was not completely comfortable with this idea at first because it is difficult to train someone who only works fifteen hours per week (15 hrs/week). She wants to shift the current part-time employee to two days per week (2 days/week) and have the new part-time person work 3 days/week. This will make it easier to train the new employee. Jackie Sloss will work 16 hrs/week, and the new person will work 24 hrs/week. In addition, both part-time employees will work full days instead of half days. Grasty asked about the workload with the new software. Recorder advised her staff has not been able to train on the process to upload the old documents through the website. The software only can be used to upload current documents. The old documents still await the process. All in all, the staff really likes the new Eagle Recorder System. Dickson questioned a pay increase of three dollars per hour (\$3/hr) when Sloss only works 2 days/week. Recorder wants to keep Sloss for her experience. When Sloss returned to employment, the starting wage for the position was \$12/hr, and she agreed to come back at \$13/hr. Recorder thought it was a good deal considering all of Sloss' experience. Plus, she did not need to train Sloss since she already was familiar with the office. Recorder wants to be in line with the other County offices. Carney, Dickson, and Grasty think a \$3/hr raise is a bit much for a part-time employee. Recorder inquired about the starting wage for a part-time employee. Dickson stated Supervisors opted to forego a base rate and just pay what was appropriate for the position. Carney commented Elected Officials and Department Heads complain about being unable to hire new employees for \$12/hr. Recorder concurred with this statement. Most people are willing to accept a starting wage of \$14/hr, but they expect a raise within a year. Carney inquired if the workload is holding steady or if the office continues to get further behind. If so, Recorder may need to increase the number of hours. Recorder acknowledged she always wanted an additional full-time employee. Recorder advised the Office & Data Processing Equip-Misc Expense line item decreased to \$6,200 which will cover the \$2,800 for the Iowa Land Records website. Recorder advised she may need a new photocopier soon. She is contemplating leasing a copier for \$140 per month. In addition, she may need to purchase a printer dedicated to the State of Iowa Vital Records due to the special paper. As an alternative, she may consider adding a fourth drawer to the new copier, so she can eliminate a dedicated printer. Recorder pointed out the majority of her budget is devoted to salaries. Dickson stated he has no issue with the budget except the \$3/hr increase for Sloss. Carney concurs with him. Dickson stated he will agree to a \$1.50/hr raise for a total of \$16/hr. Carney questioned the overtime paid during the last pay period. Recorder stated she was on vacation, and it works better to have two (2) people in the office. She will double check the reason for the overtime. Recorder advised Iowa Land Records is upgrading to e-submission software. This means there will be more and more electronic filing as opposed to in-person or via mail. Dickson stated he is fine with the budget if Recorder cuts \$1,250 from the bottom line. This is the equivalent of decreasing Sloss' raise by \$1.50/hour. Auditor advised she must know from which line item Recorder intends to deduct the \$1,250. Supervisors concurred it is Recorder's decision. Carney inquired about the status of the Iowa Department of Natural Resources (IDNR) licenses. In Recorder's opinion, licensing might gain more momentum over time. She advised her office receives fifty cents (\$.50) from every transaction. She thinks it is a good service to provide the public since her office receives more training on the process than private retailers. Grasty commented it costs the County to provide the service. Dickson stated he appreciates the fact that Recorder sells the IDNR licenses. He trusts the Recorder's Office will do it right. He is unsure if he gets the correct license when he purchases from other retailers. In Tallman's opinion, it is a good service for the taxpayers, and they appreciate it. Carney inquired about boat fees. Recorder stated her Office receives one dollar and twenty-five cents (\$1.25) for each boat and All-Terrain Vehicle (ATV); however, it costs thirty cents (\$0.30) to mail the renewal notice. Recorder advised her office only mails out reminders for boat renewals since it is every three (3) years. According to Recorder, IDNR is unwilling to subsidize the mailing expense. Carney stated he complained to State Legislators about this numerous times. Recorder advised there are approximately 800 snowmobiles and ATVs in the County. The IDNR get between fifteen dollars (\$15) for each ATV and fifty dollars (\$50) per boat. There are approximately 400,000 boats in the State. Supervisors' consensus is the budget is fine provided Recorder deducts \$1,250 from the bottom line. Dickson state he does not agree with the raise, but if Recorder can spread out the expense across the budget, he will not object to it. Supervisors emphasized the bottom line must be \$163,279. Auditor requested Recorder provide the adjustment by next week. Recorder verified she can offer a new part-time employee \$14/hour. Dickson cautioned against Recorder offering too much and then the employee in unable to do the job. Grasty commented there are two (2) schools of thought. If Recorder starts lower, it may be hard to attract applicants. Dickson inquired about other Departments. The Guthrie County Secondary Roads Department provides a \$1.00/hour increase after six (6) months. Carney cautioned against a new hire catching up to the existing employees. Supervisors suggested Recorder offer a flexible schedule. Auditor warned a flexible schedule may result in the person not being available when Recorder needs the employee. In Dickson's opinion, a \$14/hour wage during the probationary period followed by a fifty cents to one dollar (\$.50-\$1.00) increase upon successful completion sounds reasonable to him.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented the proposed Engineer Fiscal Year 2019-2020 Budget. Sebern accounted for the second half of the gravel purchase from the Monteith quarry to maintain the rock flow. He also budgeted for a new grader and two (2) tandem plow trucks. This will allow the Guthrie County Secondary Roads Department (SRD) to keep up with fleet maintenance. Lloyd questioned the need for all tandem trucks. Sebern replied SRD still has four to five (4-5) single axle trucks. There are three (3) automatic, single axle trucks which are good for the little jobs. These trucks have new boxes and rebuilt engines. Sebern advised loading the trucks with salt and sand is hard on the boxes. Carney questioned maneuverability of an all tandem fleet with just single axle spare trucks. Sebern stated the new tandems are shorter with a tighter turning radius. In fact, SRD probably could switch to all tandem trucks now. Kuster verified SRD hauls dirt in these trucks during the summer. Sebern explained a skinner front tire helps the turning radius and the tandems increase the load. SRD has ten to twelve (10-12) trucks to cover the main lines and two (2) spare trucks. In addition, SRD has ten (10) graders with two (2) spares. SRD also has three (3) tractors with belly dump trailers and one (1) tractor with a low boy trailer. Sebern advised the Orange 391A Project over the Middle Raccoon River will be a SWAP project. The bridge will be replaced with a box culvert. All the planned projects will be financed by SWAP or Farm-to-Market funds. There is talk of grant funding for the Thompson 61 Project on County Road F63 over the Middle River, but Sebern is unsure if it will come to fruition. Sebern advised the Hungry Canyons (HC) Project, west of the City of Guthrie Center, is in the design phase. Sebern stated SRD will continue with fleet management and technical upgrades. He is working with Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), regarding upgrades to the website. Sebern advised the Gas Tax revenues have been trending down the past couple of years. Currently, it is down by \$25,000. The Bridge Replacement funds also are down because there are no bridges in the FY2020 budget. Sebern advised HC is planning some type of project for Long Grove Creek, so SRD will receive a \$96,000 reimbursement. Overall, the revenues are down. The Road Use Tax Fund (RUTF) comprises the largest percentage of the revenues, and it is down. Dickson verified there was no change in the calculation. Sebern explained even though the Gas Tax has increased, the calculation remains the same. The revenue breakdown is RUTF fifty-seven percent (57%), Time-21 eight percent (8%), Hungry Canyons two percent (2%), and Property Taxes thirty-four (34%). The Time-21 is at \$450,000 which is near its cap. SRD has gained a great deal of ground since the early 2000's by taking advantage of the ten cents (\$0.10) increase in the Gas Tax. Bridge projects spiked expenses, but the revenues have stayed the same. Sebern hopes construction costs will start to level off. Lloyd commented the cost of concrete, asphalt and steel are the primary reason for increased construction costs. According to Sebern, oil prices have sky rocketed too. SRD cannot accomplish the equivalent number of projects with the same revenues because the costs continue to rise. Overall, the budget increased by \$100,000. The Roads category increased by \$328,000 because of gravel purchases and the crack sealing between the Cities of Bayard and Coon Rapids. The New Equipment category increased by \$250,000, so SRD can purchase two (2) new trucks and a grader. Sebern advised SRD needs to address the erosion of the west bank near the Monteith Bridge. It will begin to threaten the Bridge soon. Construction costs decreased by \$650,000 because there are no pending bridge projects included in this budget. The Bridges and Culverts category also decreased by \$43,000. The Real Estate and Buildings category decreased by \$45,000 because Sebern is not planning any real estate projects. The estimated budget for in-house engineering plus bridge inspections is \$355,000. Sebern assured Supervisors he is not utilizing as much contract engineering. Grasty requested the numbers pertaining to contract engineering services. Sebern advised SRD has not started a new contract engineering project since Ethan Shetler, Engineering Technician, joined SRD. The Bridges and Culverts category decreased by \$43,000 to \$333,250. This includes the Monteith Road Bridge. Sebern stated the Tax Increment Financing (TIF) helps support this category for now. The Roads category increased by \$382,000. Most of the SRD employees are in this category. Snow and Ice Control as well as Traffic Control and Road Clearing remain flat. The New Equipment category increased by \$250,000. Sebern advised the ten (10) primary graders are all "12M's" with a joystick. The two (2) spare graders are "H's". If there is money remaining, Sebern may purchase two (2) pickups depending on need as well as the budget. The Equipment Operations category is holding steady. There were heavy repairs for several years. The Tools, Materials and Supplies category remains flat. Sebern left some money in New Property – Facilities for repairs; however, the category decreased by \$45,000. The total expenditures are \$6,457,993. Lloyd verified the Cold Storage building is complete. Sebern stated he wants to install a concrete floor yet. He confirmed the Integrated Roadside Vegetative Management (IRVM) storage area already has a concrete floor. Sebern wants permission to move forward with the truck purchases because there are long lead times. He wants Supervisors' thoughts regarding quotes. Grasty verified SRD only bought a tractor with a belly dump trailer last year. According to the mechanics, SRD needs three (3) dump trucks. Grasty questioned why Sebern wants to purchase two (2) trucks in FY2020. Sebern replied he wants

to order the trucks before next winter because he does not want to start the next winter without two (2) new trucks. Sebern reminded Supervisors the trucks must go to the body builder after SRD takes delivery of the new trucks. Sebern showed a graph depicting Roads as forty-five percent (45%) of the expenditures. This includes gravel, crack sealing and labor. Equipment Operations is the next largest chunk at sixteen percent (16%). Sebern advised there only are a couple of categories he can squeeze for additional funds. Most of the costs are fixed costs. SRD ended FY2018 with \$2,608,685 in the Reserves. Sebern projects he will spend \$630,000 from the Reserves. Historically, he under spends his projection. This means the Reserves gain in the end. Sebern will try to dip into the Reserves harder during FY2020. Sebern notified Supervisors the TIF is nearing its end. He expressed concerns about overspending the tax asking by \$500,000-\$600,000 to reduce the Reserves. He advised it will be difficult to balance the budget after the TIF; especially, since the TIF did a great deal of good for numerous projects which lingered due to a lack of funding. SRD completed TIF projects all over County. Dickson inquired if Sebern is comfortable with the Reserves. Sebern stated he does not want the Reserves to be less than \$1,200,000. He prefers the Reserves at \$1,600,000; especially, coming off of TIF. Carney wants the Reserve elevated at the time SRD loses the TIF. He is fine with \$2,600,000 in the Reserves because there will no longer be a backup plan. Sebern concurred with Carney. The Reserves should be twenty to twenty-five percent (20-25%) of the operating budget. Carney mentioned unexpected bridge issues cause problems, and the Reserves only cover two to three (2-3) bridges. Carney expressed concerns about dipping into the Reserve even more; especially, if the Reserves are lower and there is no indication how long the bridges or roads will last. Grasty pointed out construction will cost more in the future. Sebern advised he usually dips into the Reserves about \$300,000-\$400,000. Sebern does not project as much revenue this year. Therefore, a cautious person will want some funds in his back pocket. Sebern expressed concerns about numerous timber bridges. In addition, many of the pavements are showing wear. Other funding sources, such as Farm-to-Market will have a negative balance of \$2,404,194. County only receives \$1,100,000 per year. Sebern anticipates Farm-to-Market will gain ground, so it is not too bad. He pointed out the County Road F32 (Wichita Road) project is looming, so he needs to protect this funding stream. Sebern also does not like the wheel rutting on White Pole Road, and there is a problem with the box culverts on this stretch too. SRD will receive \$1,100,000 in SWAP funds for the Monteith Road project through Region XII. SRD is working an application to receive funding for F32 in 2023, if the road lasts that long. The plan is to match the award with Farm-to-Market funds. F32 is a large stretch of road, so it will be expensive to replace it. As always, the largest threats are the Highways. It hurts the budget, if there are Highway issues which must be addressed by SRD. Grasty questioned how other Counties fund bridge repairs or replacements without a TIF. Sebern pointed out there are a great deal of bridges in County. In fact, some Counties are losing money because the bridges are not deteriorated, so there is no reason to spend the funds. This money eventually filters down to County. Sebern pointed out there are numerous timber bridges. Grasty inquired about a solution to the Highway network issues as well as a means to fund it. Sebern advised County will survive. He assured Supervisors that SRD can replace F32 with Farm-to-Market funds and federal aid. It just takes time. SRD will continue to tie roads together until there is funding to replace the roads. Dickson pointed out County always is behind. It is the nature of infrastructure in Iowa. Dickson does not see a way out unless there is a big windfall. The Gas Tax increase was a big boost; however, it is tapering off. Even though the rural population continues to decline, there is an increased demand on roads. Experts predict corn yields will double, and it all traverses the roads. The Federal Government prohibiting heavy loads on the Interstate does not help the situation. Dickson reiterated SRD never gets caught up with the gravel roads because the focus is pavement roads. The snow drifts because there are no ditches. Sebern pointed out the roads are lower and wider. Carney mentioned the semi-trucks parked along the side of the road during harvest. Dickson and Kuster commented on the State allowing heavy loads on local roads. Sebern advised he budgeted for a part-time administrative person, so the Office Manager can begin training her replacement. He wants to be prepared for the Office Manager's retirement. Sebern is willing to cross-train an employee with another Department. Dickson suggested the Recorder's Office because the Recorder wants to hire an additional person for three days per week (3 days/week). Sebern admitted he does not need an employee twenty hours per week (20hrs/week) to cross-train the person. Sebern will talk to other Departments. Dickson commented on Sebern requesting more money from Fund: 0001 - General Basic since the allotment dropped by \$60,000. Sebern pointed out he did not receive any money from Fund: 0001 in FY2018, but he admitted he did receive the funding in FY2019. He projects the funding will return to \$63,000 from Fund: 0001 and 100% of the available funding from Fund: 0011. He is not proposing a deviation from the calculation. Dickson verified Sebern plans to dip into the Reserves by \$600,000 since the FY2018 balance is \$2,600,000. Sebern stated he did not account for raises or insurance in the FY2020 budget. Auditor recalculated the budget with a six percent (6%) increase for insurance and the new expenditure total will be \$6,477,357.10 from \$6,457,993.10. Dickson is not prepared to commit to the SRD budget today. He is fine with two (2) trucks. Sebern will move forward with the skid

steer too because it is in stock. Carney verified Sebern will pay for the skid steer with FY2019 funds. Sebern will present the TIF FY2020 Budget next week. He also advised the Iowa Department of Transportation (IDOT) budget is not due until April 2019. Sebern will present the Sage Trail paving cost next week too. He needs to finalize the plans for the Thompson Bridge project, so he was short on time. Sebern will start the process to purchase two (2) trucks. Motion by Dickson second by Kuster to authorize Guthrie County Engineer to purchase two (2) tandem plow trucks. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern presented the proposed Integrated Roadside Vegetative Management (IRVM) Fiscal Year 2019-2020 Budget. Since SRD has two (2) full seasons working with IRVM, it has become a valuable tool to help control brush. This past year IRVM mowed several miles. When one (1) operator controls the mowing, the operator is able to accomplish a great deal. Spraying, seeding and manual cutting have become effective tools too. Grasty commented the forestry head will dispose of larger brush, but he asked if it will tackle cedar trees. Kuster inquired about purchasing a forestry head. The plan is to buy the Caterpillar (CAT) forestry head through the FY2019 IRVM budget, and the skid steer from the FY2019 SRD budget because SRD can use it to grind bumps. Sebern will need to amend the FY2019 IRVM budget for this expenditure, but it will be offset by grant revenue. The purchase will push the Ag & Horticultural Equipment-Misc Expense line item over, but Sebern does not need to amend the budget specifically for this purchase. All the line items held steady except for the Ag & Horticultural Equipment-Misc Expense line item. Sebern advised he will purchase the forestry head in FY2019. He left \$10,000 in the line item for a small sprayer to help meet IRVM's needs in FY2020. Over all, expenses will decrease by \$39,305. Sebern continues to build data. He uses actual expenses for special items and an average of the past FY's for items such as seed, spray and other expendable supplies. Sebern stated IRVM has received \$75,000 in grants since SRD take over management of the Department. Next, he plans to look into a designated spray truck which will log what, where and when IRVM sprays. Grasty inquired if this requires IRVM to buy a new truck. Sebern is unsure how to approach it at this point. Steve Stringham, Supervisor, IRVM, told Sebern most of the systems are set up with an arc spray system. Sebern prefers a system which reaches out and sprays down because IRVM must avoid all the organics as well as bees. IRVM still is learning to manage its priorities. Sebern admits it is impossible to have completely clear rights-of-way throughout the entire County. IRVM is focusing on keeping the Highways and major gravel roads clear at this time. There just are too many miles of roads to cover in the County. IRVM focuses on tackling site distance issues at intersections. On lesser traveled roads, IRVM tries to keep the traveled corridor clear. Grasty commented these issues were never addressed properly in past, so he knows IRVM is trying to play catch up. Carney questioned how long before IRVM will need more help; especially in the spring. Sebern stated this is a priority discussion IRVM needs to have in the future. If the goal is to accomplish more, then he will need more staff. The challenge is the majority of the work is seasonal, so IRVM does not need a full complement of staff all year. Sebern advised he added \$2,500 for part-time help. Grasty asked if Sebern plans to keep the old skid loader. Sebern replied SRD will keep the lighter skid loader to use around the yard. SRD can use it for smaller projects. Over all, the IRVM budget is down approximately \$39,000 because of the decrease in the Ag & Horticultural Equipment-Misc Expense line item. Sebern left \$10,000 in this line item to address the new sprayer. The total budget is down, but it does not include any increases for payroll or insurance.

Sebern presented the proposed E911 Signs Fiscal Year 2019-2020 Budget. Sebern reported there are no changes to this budget. IT just includes money for signs and markers.

Sebern did not provide a Guthrie County Secondary Roads Department update.

Joe Hanner, Guthrie County Conservation Director, along with George Hemmen and Scott Stanley, Guthrie County Conservation Board Members, joined the meeting. Hanner presented the proposed Conservation Board Fiscal Year 2019-2020 Budget. The Guthrie County Conservation Board (GCCB) governs a land management department which oversees the land and associated utilities. GCCB did not approve the proposed budget during the January meeting, but Hanner opted to present it to Supervisors. Over all, the budget request is down from last year, and there are no major changes to the budget. Lloyd inquired if the proposed budget includes the electrical updates for Nations Bridge Park. Hanner replied these funds will come from the Resource Enhancement (REAP) Fiscal Year 2019-2020 Budget. Hanner explained he looks at the past three to four (3-4) years and tries to project out eighteen (18) months. There are small changes in the different line items. The Ag & Horticultural Equipment-Misc Expense line item decreased to \$16,000. GCCB hopes to update a truck and buy a rotary mower next FY. This year GCCB replaced the turf mower and Hanner's truck. Supervisors discussed the Raccoon River Valley Trail (RRVT). There are significant tracks in the

asphalt between the City of Yale and the County line. GCCB discussed this issue during the January meeting. GCCB thinks it can hire a contractor to patch this section within six to eight (6-8) weeks during FY2019. Hanner budgeted \$11,000 in the Miscellaneous-Raccoon River Valley Trail line item. Hanner talked about the electrical project at Nations. He increased the line item since the old electrical still remains in place, so he planned on the electricians having to make repairs to it. This goes along with repairs to the water line and buildings. Grasty inquired if he left the Wage Of Temp/Part Time Employees-Extra Help line item the same as last year. Hanner replied he wants to discuss it. He sat down and looked at this line item. He plans is to do the same as last year. The only exception is due to the electrical work. He could help cut cost and facilitate the project, if he increased the line item by \$1,000. Hanner was waiting for the whole budget process to take place before he made his final decision. The only real change to the Fund: 0001 - General Basic Revenue is the Camping Fees line item. He set this figure by taking the current revenue for FY2019 and looked back to the previous spring to come up with the total. This generally places the revenue in the ballpark barring a major event like flooding. RRVF revenue peaked with the loop being done. It has leveled off a little since then, so he dropped it by \$500. The remainder of the revenue is pretty standard. Carney inquired about the money from IDNR for boat fees. Hanner is unsure about the process. Grasty asked if Hanner wants to increase the Wage Of Temp/Part Time Employees-Extra Help line item up by \$1,000. Carney verified Hanner needs more part-time help in the spring and then again in the fall. Hanner uses the help to get things rolling in the spring and continues uses them into late summer. He wants to increase the line item by \$1,000. Hanner advised he pays the part-time help ten dollars and twenty-five cents per hour (\$10.25/hour). These employees mow, trim, cut brush, clean up garbage, maintain the showers and trails, along with other general maintenance items. There will be more work for these employees due to the electrical project this fall. Carney verified Hanner requested an extra \$1,000 or so. Hanner pointed out the remainder of the expense requests are down fairly significantly. Hanner stated he will be happy with an increase of \$1,200 to \$1,500 for the part-time help. Carney suggested increasing Wage Of Temp/Part Time Employees-Extra Help line item to \$17,500. Carney verified the Employee Group Ins - Co Contribu-Health Insurance line item decreased by a Family to a Single policy. Carney also confirmed GCCB plans to move the excess Camping Fees above and beyond the budgeted amount plus all the RRVF Fees into Fund: 0027 - County Conservation Reserve Fund. Hanner verified he discussed this with GCCB three to four (3-4) years ago. Dickson questioned adding more money to the Wage Of Temp/Part Time Employees-Extra Help line item because of the way Supervisors handled the Recorder's budget. Auditor pointed out if Supervisors increase this line item it will cause the FICA CO Contribution-FICA and IPERS CO Contribution-IPERS line items to increase too. Carney stated he wants to increase this line item because of the pending electrical project at Nations. Hanner wants the part-time employees to help, as needed, with the electrical project and also continue to do their normal duties. Normally, this position wraps up some time in early October. The idea is to keep these employees for an extra week or so. The goal is to begin the electrical upgrade in October depending on the contract. The part-time employees include one (1) seasonal college student who only works during the summer. The other part-time employee usually works for five to six (5-6) months through the summer. Carney commented Supervisors disagreed with the higher wage proposed by the Recorder in that case. Dickson stated it still amounts to increasing a line item. He just wants to adjust the bottom line by \$750 not \$1,200. Grasty verified the increase will just be a one (1) year deal and not an ongoing situation. Carney, Dickson, and Kuster agree to increase the bottom line to \$293,923. Grasty disagrees because he knows Conservation will need help this fall. Hanner wants the increase in Wage Of Temp/Part Time Employees-Extra Help line item as well as the equivalent adjustment to the companion line items. Dickson pointed out Supervisors have not made a decision regarding salaries yet, so Hanner's proposal will increase the budget. Dickson inquired about raises. Hemmen acknowledged it is up to Supervisors, but GCCB recommended five percent (5%). GCCB had a long discussion and decided it wants to work with Supervisors rather than have the budget cut later. In Hemmen's opinion, Supervisors can set a number, and GCCB will negotiate from there. He thinks three to four percent (3-4%) is reasonable. Supervisors stated they have reached a consensus yet regarding raises. Hemmen thinks GCCB will use Supervisors number. Supervisors stated it will be the hardest discussion and probably the most time consuming. GCCB wants at least a cost of living increase. Supervisors directed Auditor to enter the Conservation Board FY2020 Budget.

Hanner presented the proposed Historical Village Fiscal Year 2019-2020 Budget. The changes are pretty straight forward. Most line items increased or decreased by fifty dollars (\$50) to \$100. Hanner adjusted the Employee Group Ins - Co Contribu-Health Insurance line item based on last year. He included two to three percent (2-3%) for inflation. Hanner dropped revenues slightly. He advised the timeshares at Lake Panorama generated a great deal of business. These timeshares are going through a transition, so he is unsure how it will function in the future. Carney verified

Kristine Jorgensen, Guthrie County Historical Village Curator, is a full-time employee. Supervisors told Auditor to enter the Historical Village FY2020 budget.

Hanner presented the proposed Resource Enhancement (REAP) Fiscal Year 2019-2020 Budget. The REAP fund is supported by State of Iowa appropriations. Hanner just budgets what is in the Fund. It catches up a year later after County receives the revenue. The balance will take a significant hit this year because of the electrical project at Nations. Hanner discovered he can use REAP funds to support this project. He will spend approximately \$35,000 this year for the electrical upgrades. There is currently \$140,000 available. Supervisors authorized Auditor to enter the REAP FY2020 budget.

Hanner presented the proposed Guthrie County Conservation Reserve Fund Fiscal Year 2019-2020 Budget. The current balance of the Conservation Reserve Fund is \$34,313. The purpose of this budget is to provide a reserve fund in case GCCB needs to use it for an emergency. Hanner explained the current ledger balance. Supervisors permitted Auditor to enter the Conservation Reserve Fund FY2020 Budget.

Supervisors did not conduct a Fiscal Year 2019-2020 Budget Work Session.

There was no discussion about any county projects.

Grasty left the meeting at 12:30 p.m.

Dickson left the meeting at 1:27 p.m.

Motion by Carney second by Kuster to approve the Minutes from 15 January 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors opted to table the Minutes from 17 January 2019. Motion by Carney second by Kuster to table the Minutes from 17 January 2019 to the regular meeting on Tuesday, 22 January 2019. Motion carried on a vote: Ayes: 3 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 1:32 p.m. until its regularly scheduled meeting on Tuesday, 29 January 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 3 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

29 January 2019

The Guthrie County Board of Supervisors met this 29th day of January, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Dickson to approve the Agenda for 29 January 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the January 2019 Information Technology (IT) Report. Garland advised one (1) of the Uninterruptible Power Supply (UPS) Battery Backup Units is not operating at full power. He recommends replacing it, so all the UPS Backups have a forty-five (45) minute run time. In addition, ThinkSpace originally undersized it, so Garland also recommends replacing it with a larger unit. This will allow GCC to augment another set of equipment with only one (1) UPS Backup. The best practice is redundant power, so all the equipment is not on one (1) unit. Curt Thornberry, Technology Development Director, GCC observed Garland's presentation. He notified Supervisors he will provide the Fiscal Year (FY) 2019-2020 budget projections during the next regular meeting on Thursday, 31 January 2019 at 9:00 a.m. He added another year to the three (3) year projection.

Brenna Bird, Guthrie County Attorney, joined the meeting to present the proposed Fiscal Year 2019-2020 County Attorney Budget. There are some variations from the FY2019 Budget. In her opinion, employee salaries and benefits are the biggest driving factor. She added two (2) Family plans to the Employee Group Ins - Co Contribu-Health Insurance line item to account for health insurance for herself as well as the new Assistant County Attorney (ACA). If the new ACA does not utilize the plan, she will not spend the additional funds. County Attorney also included a payout of approximately \$14,000, which covers the current ACA, Tim Benton's, accrued paid time off. County Attorney pointed out the Telephone & Telegraph Service-Misc Expense line item increased due to the new cell phone costs. She also included additional funding in the Office & Data Processing Equip-Misc Expense line item to continue upgrading the technology in the future. In particular, County Attorney will need to upgrade the ProLaw software, so the new ACA can access it. The estimated cost of the additional software license is \$480. The new ACA also will need a new computer. Plus, County Attorney included funds for any technology she may need for trials. She does not anticipate any specific items at this point. She is recommending a five percent (5%) increase to their current wages. Grasty commented County Attorney wants to keep the wages competitive with other individuals in the same field. Dickson verified the Legal Assistants are not Deputies. County Attorney confirmed they earn much less than eighty-five percent (85%) of her salary. She explained a law office will pay handsomely for a good paralegal. County Attorney stated she has good people and wants to keep them. She verified the Office & Data Processing Equip-Misc Expense line item includes \$6,410 for the Prolaw software plus an additional license (\$480) for the new ACA. She also needs to upgrade other programs, so all the software interfaces better. Some of the current workstations are inefficient because of the older software and hardware. County Attorney verified she increased the Employee Group Ins - Co Contribu-Health Insurance line item by six percent (6%) as well as the Office & Data Processing Equip-Misc Expense line item by \$8,000 to account for the technology upgrades. Carney inquired about the increase in the Educational & Training Services-Misc Expense line item. County Attorney advised she wants extra funding, so the new ACA has the opportunity to attend training. She will attend both the Spring and Fall County Attorney Conferences plus additional one (1) or two (2) day classes. She also budgeted more to account for separate hotel accommodations. In County Attorney's opinion, training is important because they must stay current and abreast of all the changes. Dickson verified County Attorney needs both legal assistants. County Attorney replied she needs the current staff; however, she will not hire additional staff to carry out the County Attorney Collection Program. The new technology will enable the current staff to do more because they can do it more efficiently. County Attorney budgeted additional funds from Fund: 0030 - Attorney Seized Property in anticipation of adding more revenue in the future.

County Attorney submitted the proposed Fiscal Year 2019-2020 District Court Budget. Currently, there only is approximately \$950 remaining in the FY2019 Budget because of jury trial expenses. County Attorney acknowledged jury trials always pose an unknown variable. Carney verified the number of trials impact this budget. County Attorney explained the budget has fluctuated in the past. Grasty confirmed she utilized prior history. All in all, the Budget usually did not exceed \$50,000. County Attorney will need to amend the FY2019 Budget in case there are other service costs and/or other publication requirements. She only budgets for the necessary items required by law. Auditor confirmed the Family Life Home-Misc Expense is for shelter care. The Juvenile Detention & Shelter Car-Misc Expense line item covers the detention expenses. There only is sixteen percent (16%) remaining in this line item for FY2019. Dickson wants to revisit this Budget. He is not questioning the need for placements. He just wants to reduce some of the line items, if possible, but he understands why the funds need to be available for placements. He does not object to a budget amendment. Auditor caution about cutting the Budget too much because a budget amendment will pull funds from the Reserves. Dickson expressed concerns about too large of an increase in Fund: 0002 - General Supplemental. County Attorney acknowledged detention is the last resort. In addition, the costs may decrease if fewer juveniles are placed out of the home. Unfortunately, juvenile crime is on the rise. Grasty

commented Supervisors should try to budget so there are fewer amendments. County Attorney acknowledge it is Supervisors decision; however, she prefers to budget for these expenses and not amend, so Supervisors have the full picture.

County Attorney provided the proposed Fiscal Year 2019-2020 Grand Jury and Petit Jury Budgets. Sheriff confirmed County Attorney traditionally did not convene the grand jury. Based on past budgets, the previous County Attorney did not utilize the Grand Jury and Petit Jury Budget. Bird opted to continue budgeting in both Budgets at the current amount.

Brandon Thompson, Guthrie County Facilities Manager, presented the proposed Fiscal Year 2019-2020 Facilities Management Budget. He spoke with Ron Allen, Guthrie County Custodian, regarding the Custodial Services FY2019-2020 Budget to discuss the overlapping expenses. Thompson shifted some line items to the Facilities Management Budget. In total, he removed \$16,000 and modified nine (9) line items. For example, he left \$1,000 in the Parts-Misc Expense line item and shifted \$4,000 to his budget. Thompson tried to use amounts which reflected actual expenses throughout the budget. He separated out the Minor Motor Vehicle Parts/Access line items. Otherwise, it is difficult to track these expenses. The Environmental Health, Facilities Management and Public Health Departments each have a separate line item. The largest increase is in the Fund: 0011 - Rural Services portion of the budget, and it address maintenance for the Guthrie County Transfer Station (TS) trucks. Thompson also added some additional funds to cover repairs for the Recycling Truck. Lloyd inquired about the status of repairs at TS. Thompson replied there is a long way to go yet. He passed out a TS Project and Repair document which sets forth the needed repairs over the next couple of years. It is based on need at this point. The greatest need is a new garage door for the Garbage Building. The quote for a new door with a one horsepower (1 hp) motor is \$7,400. Thompson also is researching an open front shed or lien-to to store the tires. These items must be moved away from the buildings and taken out of the truck boxes. Thompson advised it is easier to unload and separate the tires, if the tires are not stored in a truck box. Thompson is considering LED lighting for the TS Buildings too. Half of the lights need repairs, but he just will replace the bulbs for now. The fixtures are shot because said items are over twenty (20) years old. Thompson stated he will continue to repair the push wall. The corner almost is complete. The tin was pushed out by the garbage. Thompson is patching the holes in the tin. The Ag & Horticultural Equip-Misc Expense line item is for a secondary loader at TS. Thompson pointed out the loader will have other applications. The line item also allows him to build a fund for the skid steer which TS can use to do odds and ends. There currently is 2,600 hours on the Telehandler, so TS needs another loader to take the stress off it. Kuster verified the Telehandler is one (1) year old. Grasty commented there have been numerous repairs. Thompson thought TS would get five (5) years out of the Telehandler, but three (3) years probably is more realistic since TS uses the Telehandler for all its functions. Grasty inquired if Thompson plans to purchase the same brand. Thompson replied he will explore the options. In Dickson's opinion, Supervisors may need to raise the Tipping Fee because it will be hard to keep up with the expenses. Carney pointed out too many expenses were off in the past. County has spent more in the last few years than the last ten (10) years. He commented expenses have snowballed since TS installed the new scale. Dickson stated Supervisors kept the Tipping Fee low because there were no expenses in the past. Grasty commented Supervisors are seeing what it actually cost to run TS now. Dickson wants to re-evaluate the Tipping Fees. In fact, he would have preferred the information before negotiating the 28E Agreement with the Cities. Lloyd pointed out Supervisors tried to set aside funds the last time they raised the Tipping Fee. Auditor confirmed Supervisors raised the Tipping Fee by five dollars (\$5), and the money was supposed to go into a reserve fund. Thompson acknowledged this is a great deal to comprehend, but there still are needed repairs at TS. Thompson stated he also has more to do at the other facilities. He provided a Three (3) Year Plan for the Guthrie County Public Health Building. Thompson spoke about the Tornado Shelter. He estimated it will cost \$8,000. Jotham Arber, Guthrie County Public Health Director, talked about procuring donations from others who may use it. The shelter needs a cement pad because it is above-ground. A big chunk of the parking lot, 4,800 square foot, has not been replaced and will cost approximately \$38,000. Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, wants a radio tower which needs a decent base. It previously was mounted on the chimney at the Guthrie County Courthouse. Kempf has the tower, but it needs a base. The tower is twenty-five to thirty feet (25'-30') tall. Thompson advised the coating for the roof will cost approximately \$6,000. Thompson along with his staff will clean and prime the roof. Then, he will rent a sprayer to apply the coating. He also needs to remodel the remainder of the hallway and bathrooms as well as insulate the main area above the false ceiling. Kempf submitted a grant for a generator. If he receives it, Thompson will need to pay for upgrades to the electrical service. Currently, the meter is inside the building in the main furnace room. It needs to be updated too. An electrician estimates it will cost \$12,000

to connect the generator. It also will cost an additional \$3,600 for the eleven feet by fifteen feet (11'x15') cement pad. Kempf wants a fifty kilowatt (50kw) generator which handles a 200 amperage load. The cement pad requires a footing because of the sloped area. The electrician will need to install a meter disconnect socket. Thompson advised he needs to address the Heating, Ventilation and Air Conditioning (HVAC) in the building. The current system is approximately thirty (30) years old. The main furnace is a down flow with duct work in the cement slab. Thompson assumed the ducts collapsed, so he needs to move the duct work into the ceiling. There is an electric furnace in the addition. Thompson wants to replace it with a gas furnace. Two (2) small units will balance the system. Carney verified Thompson did not add all these project into the budget. Thompson passed out the Three (3) Year Plan and Project List for the Courthouse. The elevator must be upgraded with a new control system. The estimated cost is \$78,000. The elevator upgrade will require additional work in the fire panel. Smoke and flame sensors need to be installed on all floors per the Iowa Code. The modifications will eliminate stalling between floors. The pump and controls are original to the building. Thompson stated there are issues with the pump dimming the lights because it is an 800 amperage service with a thirty horsepower (30 hp) pump on it. The new pump will have a soft start with slow on. He hopes to split the cost between FY's; however, he budgeted the entire amount in FY2020. He may turn in excess funds depending on the timing. Grasty inquired about the tuck pointing. Thompson stated some spots are showing up. Grasty expressed concerns about moisture freezing in the cracks. Thompson pointed out the roof too. The most recent repairs were a five to seven (5-7) year band-aid. Schafer Roofing estimates it will cost \$60,000 to do the big sections. The roof needs to be stripped to the deck and started over with a new PVC membrane. Thompson stated the climate control is inefficient, but he does the best to make it work for now. Thompson also needs to address the concrete in the parking lot. Supervisors have known about the roof and parking lot though. Carney inquired about how much Thompson included in the budget. Thompson stated he included the elevator as well as the tornadoes shelter and cement work in the budget. The cement work will depend on the grant because there is limited time to use it. Thompson is unsure of the time frame. He included most of the TS projects too. Arber helped him compile the truck repair and miscellaneous maintenance expenses. Thompson advised he added \$6,000 into the Motor Vehicle-Misc Expense line item to purchase an enclosed eight feet by twelve feet (8'x12'), single axle trailer. He can use it to haul the lawn mower, and Auditor's Office can use it to transport election equipment. Thompson stated he removed the health insurance expense from his budget since the Recorder covers the family premium. Carney verified Thompson budget just shy of \$100,000 for truck repairs and a skid steer. Thompson pointed out he is short on building expenses in FY2019 because he only has nine percent (9%) remaining in the budget. Thompson advised he shifted \$15,000 from Fund: 0001 to Fund: 0011 for TS. This is the original budget, so Thompson used it to get an idea of the expenses. Now, he has a better idea where he needs funds. Carney inquired about the \$25,000 in the Operating & Construction Equip-Misc Expense line item. Thompson replied these funds are to rent equipment as well as a backup. The Fixed Plant Equipment-Misc Expense line item includes the elevator. Thompson advised the electrical costs jumps up and down with the demand for cooling just as the natural gas depends on the outside temperature. Carney inquired about the line items Thompson has not used at this point. Thompson stated he will re-evaluate the budget in April. If there are funds available, he will do the concrete work at Public Health and the lien-to at TS. He needs to book a contractor now in order for the work to be completed during FY2019. Thompson is willing to use existing funds to address the lists. He wants to complete as many projects as possible during FY2019, but he may have to return some funds and pay the projects out of FY2020. Auditor and Thompson briefly talked about the Capital Improvement Fund. Thompson stated he is open to suggestions. He is unsure if he will do all the applicable projects in one (1) FY. He may set aside some funding or return it. He does not want to be short, so he can cover the elevator expenses. Carney wants to tie the parking lot and landscaping into the new jail bond referendum. Carney and Grasty want Thompson to hold off with the parking lot for now. Thompson will piecemeal the remaining projects as funds become available for it. Grasty inquired about the parking lot at Public Health. The entire parking lot is twenty feet (20') long from north to south. There were a total of four (4) pours to replace different sections. There only is one (1) section not replaced, so it is cracking and heaving in this area. It needs attention where the parking lot meets the road too.

Thompson provided a Facilities update.

Supervisors considered Resolution 19-19: Iowa Prison Industries Affordable Home Program. Said Resolution states the Guthrie County Board of Supervisors are in support of the Iowa Prison Industries/Iowa Association of Councils of Governments Prisoner-Built Housing Program and supports the state funding necessary to implement this program. The Resolution indicates Guthrie County has a need for new workforce housing units that the market does not allow to

be built or financed in the community. Furthermore, the proposed Iowa Prison Industries/Iowa Association of Councils of Governments Prisoner-Built Housing Program can help provide quality homes to rural Iowa that are affordable to low- and moderate-income households. In addition, this housing program can, after an initial capital investment by the State, be self-sufficient and require no additional State investment. Plus, there are lots available on which these homes may be placed in Guthrie County. Finally, this housing program will reduce recidivism and provide Iowa with workers in high-demand skill areas by training inmates for careers in the construction industry. Motion by Grasty second by Carney to adopt Resolution 19-19: Iowa Prison Industries Affordable Home Program. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Auditor provided the 2nd Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2018 – June 2019. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$1,335.31. The State will reimburse Guthrie County for \$333.82 (twenty-five percent (25%)), and the County will match the remaining \$1,001.49 (seventy-five percent (75%)). Auditor will submit the report on the Iowa Grants.gov website upon approval of Supervisors. Motion by Grasty second by Lloyd to approve the 2nd Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2018 – June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed the Fiscal Year 2019-2020 Libraries Budget. The Guthrie County Library Association requested a funding increase of \$10,000 for FY2020 which is an eight point four percent (8.4%) increase from FY2019. Auditor advised the Libraries FY2019 Budget is \$119,618. Grasty does not agree with the requested increase; however, he thinks the Association should receive additional funding to cover expenses. Auditor will prepare the Fiscal Year 2019-2020 Contract For Library Service For Guthrie County after Supervisors adopt the FY2020 Guthrie County Budget. Motion by Dickson second by Carney to not increase the Libraries Fiscal Year 2019-2020 Budget but rather budget \$119,618 which is the same amount as Fiscal Year 2018-2019. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Lloyd, and Kuster) Nays: 1 (Grasty).

Supervisors held a Fiscal Year 2019-2020 Budget Work Session. Auditor recommended Supervisors set the Public Hearing for Tuesday, 5 March 2019. Therefore, the Notice must be published on Thursday, 21 February 2019. This means Supervisors must finalize the proposed FY2020 Guthrie County Budget during the week of 12 February 2019.

Dickson briefed Supervisors about the Central Iowa Recovery email. He replied to said email. He commented the County is party to a 28E Agreement; however, it currently does not have representation on the Central Iowa Recovery Board. Dickson requested a copy of the 28E. Dickson inquired about how County utilizes this entity. Apparently, it offers intensive psychiatric rehabilitation. Grasty concurred he wants to review the 28E. Dickson advised some of the Counties withdrew from the 28E; however, others remain a party to it. Carney asked about the implications for Cherokee Mental Health Services. Grasty commented on the need for multiple services. Auditor forwarded the reply received by Dickson to all Supervisors.

There was no discussion about any county projects.

During the Open Session, William Darrow, Guthrie County Regional Airport Authority Board Member, submitted a request to be included on the Guthrie County Board of Supervisors' Agenda for the next regular meeting on Thursday, 31 January 2019. Grasty acknowledged Authority wants certain items on the Agenda because of the short timeline. Darrow pointed out there will not be enough time to meet the fourteen (14) day publication requirement, if Supervisors do not include the scheduling of the Public Hearing on the Agenda by next Tuesday, 5 February 2019. Per Darrow, Jay Pudenz, Aviation Project Manager, McClure Engineering Company, stated the Public Hearing Notice must be published no later than Thursday, 14 February 2019. Carney inquired about the process. Darrow understood Supervisors could approve the base agreement at the next regular meeting and refine the details at a later date. Grasty commented Authority just is trying to work within the timeline. Darrow reiterated Supervisors can accept the Agreements contingent upon any changes in the language. He just wants Supervisors to schedule the Public Hearings

to approve the revised 330A Agreement as well as the Cooperation Agreement. Carney asked if Auditor has a copy of the current Agreements. Auditor will email Supervisors the most current version of the Agreements provided by Eric Reinhart, Attorney for the Airport Authority. Darrow thinks the Cities of Guthrie Center and Panora already accepted the Agreements. Auditor will add items to the Agenda for the next regular meeting on Thursday, 31 January 2019, to set the Public Hearings concerning the Agreements, approve the Agreements and approve the Consent and Waiver attached to the Ahlers & Cooney, P.C. Conflict Letter. Kuster questioned what happens if Supervisors do not take these actions. In Carney's opinion, the funding source must be modified because the Authority could retire the debt in eight (8) years if the County contributes \$65,000 annually. He will be more agreeable, if there is a change in the funding. Carney and Grasty also do not agree with County contributing \$35,000 annually after the first fifteen (15) years. In their opinion, \$20,000 was sufficient in the past. Carney commented he feels like this project has been forced down his throat. He understands Authority has verbal authorization from Federal Aviation Administration (FAA); however, Authority actually will not know if it received the grant until July 2019. Kuster verified Authority is requesting \$65,000 for the FY2020 Budget. Carney wants to wait until FY2021. Grasty explained Authority must prove all the funding sources are in place for the grant. Kuster reiterated his question about what happens if Supervisors do not act on the request. According to Reinhardt, no grant means the Airport must fold and cease operations. In Dickson's opinion, Authority can approach specific citizens for financial support. Lloyd commented about it being left up to County. In Grasty's opinion, Authority could get funding for the other projects from citizens. Dickson thinks Supervisors need to carefully consider the status of Fund: 0011. In addition, he pointed out the Cities only will contribute \$16,200. He commented on the County's rural population being similar to the Cities combined population. Carney mentioned most of the economic development goes to the Cities. Dickson stated he is not against the Airport, but he does not want to fund the Authority's entire budget. Grasty expressed concerns about the current funding stream covering all the expenses. Supervisors do not understand why County must contribute \$65,000 for fifteen (15) years, if Authority only needs money for its share of the matching funds for the grant. Carney expressed concerns about the increasing cash balance. Grasty will make sure Darrow brings all the necessary participants to answer questions during the regular meeting on Thursday, 31 January 2019. Dickson proposed an alternative idea. He suggested County give Authority one-third (1/3) of the matching funds for the grant, so Authority can use the funds to get a loan but not sign any agreements. It will be the Authority's problem to find the additional revenue. In Grasty's opinion, Authority probably will not get the loan without the Agreement. Lloyd wants Authority to have skin in the game. Dickson insists Authority take advantage of all the funding streams. Carney, Dickson, Lloyd, and Kuster want the Authority to collect prior year property tax dollars from the City of Yale. In Lloyd's opinion, the Authority has been vague with the information. Carney does not like the Authority telling Supervisors who to appoint as Authority Board Members. Auditor reminded Supervisors that they need to reappoint Darrow for another term.

Motion by Carney second by Grasty to approve the Minutes from 17 January 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 22 January 2019 and 24 January 2019. Motion by Carney second by Lloyd to table the Minutes from 22 January 2019 and 24 January 2019 to the regular meeting on Thursday, 31 January 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Kuster to approve the Claims from 16 January 2019 – 29 January 2019 in the amount of \$87,273.18. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:23 p.m. until its regularly scheduled meeting on Thursday, 31 January 2019. Motion by Carney second by Kuster. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

31 January 2019

The Guthrie County Board of Supervisors met this 31st day of January, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson Everett Grasty, Jerome “J.D.” Kuster, and Jack Lloyd.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Carney to approve the Agenda for 31 January 2019. Motion carried on a vote: Ayes: 5
Nays: 0.

Curt Thornberry, Technology Development Director, Guthrie Center Communications, joined the meeting to discuss the Fiscal Year (FY) 2019-2020 Information Technology (IT) Budget. David Garland, IT Technician, also was present for the discussion. He passed out the Centralized IT Budgeting Estimates for FY 19/20. The document contains a narrative regarding the FY2020 costs. There were two (2) major, extra projects during FY2019 – relocation of Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator to the Guthrie County Public Health (PH) Building and the Guthrie County Recorder’s Office conversion to the Eagle Recorder System conversion. The total expenses actually were closer to \$150,000-\$170,000. There will be no changes in the managed services. This category includes backups, antivirus, monitoring, onsite as well as remote support, monthly reporting and after-hours support. GCC does dip into these hours to deploy the computer upgrades. This can cause a backup of other services, though. GCC did bill for some additional time associated with the extra projects; however, GCC tried to use onsite time as much as possible. Thornberry drew Supervisors attention to the video production costs of \$8,500. It will cover the costs to record and broadcast the Board of Supervisors’ Meetings. The cost is only for the time and does not include the hardware. Thornberry estimated video for sixty-five (65) meetings with post production. He advised the video system hardware will cost \$5,000. He allocated three hours per month (3 hrs/mo) for time outside the contract to promote and facilitate IT within the County. Therefore, he added a new line item for IT Consultation (\$3,060). Thornberry also plans to conduct an ergonomic study for the County Departments. This prevents additional costs due to health issues. Thornberry budgeted \$1,275 for PC Integration. This does not include the time allotted to onsite services. It takes approximately one and a half hours (1 ½) to integrate one (1) machine. Thornberry allocated fifteen hours (15hrs) to integrate ten (10) machines. The remaining ten (10) machines will be integrated during the onsite services. He acknowledged Supervisors always talked about possibly hiring an in-house IT technician. Thornberry is unsure if County is ready for it. In his opinion, Supervisors need to track the total cost of IT Services, \$76,839, and use it as the basis to decide if they want to hire an IT technician. Thornberry advised the Cybersecurity Training is a flat fee of \$249 for two (2) sessions. He also allotted ten hours (10 hrs) for forecasting and budget development. As part of this process, Thornberry meets with each Elected Official/Department Head (EO/DH) for approximately thirty minutes (30 min). Thornberry advised the TLAN Connectivity price increased by \$600. GCC plans to upgrade the link from PH to the Guthrie County Courthouse (CH) to fifty megabits per second (50 mbps). GCC also wants to increase the connectivity at the Guthrie County Transfer Station (TS) because of the security cameras and other processes. He increased the Infrastructure Upgrades and Maintenance category to \$97,920. This includes an additional \$50,000 for server hardware. GCC will take the existing servers and remove the old hard drives. Then, GCC will install new, beefier hard drives and move these servers to PH as the redundant system. Thornberry anticipates GCC actually will move the servers in FY2021. Thornberry added \$3,500 for Networking Equipment to replace the Uninterruptible Power Supply (UPS) Battery Backup Units or a switch. Two (2) UPS systems have failed recently. Therefore, he allocated money to address the situation, if it arises again. He will not spend these funds unless it is necessary. Thornberry addressed the second (2nd) phase of the Personal Computer (PC) Workstations upgrade. GCC plans to integrate another twenty (20) machines in FY2020. The overall replacement plan takes three (3) years. In addition, GCC is upgrading the Windows 7 software. The goal is to keep County current. In addition, Thornberry may need additional funding after the ergonomic assessment. Thornberry advised the Hosted Phone System is allocated for FY2021. Each Department needs to purchase the phones and accessories such as headsets. The new system could allow direct dialing between Departments. All the Departments do not have to roll at the same time. Departments can be added as each is ready to make the transition. Thornberry anticipated spreading out the project over two to three year (2-3 yrs). The County website still is on the radar for this FY. Thornberry hopes to complete it. He budgeted one

hour per month (1 hr/mo) to ensure the website is backed up and secure. In addition, there is a \$200 fee for the firewall software subscription. There also is \$500 budgeted for Wi-Fi Access Points. It accounts for replacement, upgrades and expansion of these points. A new point will be added to the Boardroom. Thornberry increased the Software Licensing for the Windows Server to \$3,000. There is no cost associated with the Antivirus software in FY2020 because it is a three-year (3 yr) license. The backup software license needs to be renewed, though. This software is used to backup all of the County's data. It will be used for disaster recovery too. Some of the Microsoft Office subscriptions are set to expire too. Furthermore, there are Departments which use Microsoft 365 which is the cloud version. The new Guthrie County Attorney wants to make software changes. She is upgrading from the old version of Microsoft Office. There are issues with outdated software including hang ups as well as quitting unexpectedly. GCC will make sure there is vendor support for the server migration in case there are issues. Thornberry budgeted seventy-five dollars (\$75) for an SSL Certificate to secure the County's website for end users. Dickson inquired if it is time for Supervisors to consider hiring an IT technician. In Thornberry's opinion, GCC is getting caught up and keeping caught up. GCC continues to integrate the new computers as time allows it. Garland admitted little issues crop up in the Departments. Thornberry acknowledged items fall to the bottom of the list, if a Department requests assistance with a project but does not make it a high priority.

Kristine Jorgensen, Guthrie County Historical Village Curator, accompanied by Guthrie County Tourism Council Members Alex Krueger, Council President, and Barb Wollner, Council Treasurer, joined the meeting and presented their request for funds to continue growing tourism in the County. Jorgensen spoke about the Council as well as its FY2019 – 2020 Budget request. She sent Supervisors the invoice to complete the FY2019 contribution as well as the FY2020 request. The Council requests the same amount as previous years, \$3,760. Supervisors directed Auditor to include the Council's FY2020 Budget request in Supervisors FY2020 Budget.

Sheriff Marty Arganbright, Guthrie County Sheriff, joined the meeting to discuss the Fiscal Year 2019-2020 Guthrie County Sheriff's Office Budget. Brenna Bird, Guthrie County Attorney, Chief Deputy Jeremy Bennett, Deputy Jesse Swensen, and Leora Laughery, Guthrie County Sheriff Department Civil Clerk also were present for the discussion. He left the Fuels-Misc Expense line item the same because it is on target at \$42,000. He increased the Tires & Tubes-Misc Expense line item to \$12,000 based on past usage. The funds from the Guthrie Center Law Enforcement Services 28E Agreement contribute to this line item. Stationery/Forms/Office Supplies-Misc Expense line item for the Deputies remained the same as FY2019 along with the Safety & Protective Supplies-Misc Expense line item. Said line item includes ammunition. Wearing Apparel & Uniforms-Misc Expense line item remains steady. The Educational & Training Services-Misc Expense line item almost is over budget due to meals at schools plus the fact more Deputies are attending schools. The Deputies either charge their meals or submit receipts. The schooling changes from year to year. Sheriff opted to leave this line item at \$5,000. He raised the Motor Vehicle Equipment (Towing)-Misc Expense line item to \$14,000 because repair costs have been high. The Equipment Insurance-Misc Expense Equipment Insurance-Misc Expense line item remained the same. The Cleaning Uniforms, Mops, & Rags-Misc Expense line item is the same too. In the Motor Vehicle-Misc Expense line item, Sheriff budgeted for one (1) County and one (1) 28E vehicle. Historically, he budgeted for two (2) County vehicles each year, but he cut back to one (1) vehicle this year. Dickson inquired about the mileage. Chief Deputy replied the vehicles average 30,000-40,000 miles. Deputy Swensen mentioned a couple vehicles were totaled, so it actually put the rotation ahead. The vehicles also amass fewer miles when a Deputy is off duty for an extended period of time. Sheriff confirmed he replaces a totaled vehicle with a new vehicle. Kuster inquired why the line item is higher than last year. Grasty pointed out it accounts for the 28E vehicle. Chief Deputy verified a vehicle costs approximately \$34,000. Deputy Swensen added the truck will cost approximately \$32,000 and the Chevrolet Tahoe will cost approximately \$36,000. The equipment will be an additional \$20,000-\$30,000 depending on what must be replaced due to changes in the body style. The Other-Misc Expense line item covers items such as the laptops. Deputy Swensen advised he budgeted for two (2) new laptops at a cost of \$5,000 each as well as the docking stations which cost \$1,200 apiece. The life span of a laptop is four to five years (4-5 yrs). Data Processing (Inform Technol)-Misc Expense line item includes the photocopier, and it remains the same. Salaries Of Reg. Employees-Dispatchers Salaries includes the salaries of the four (4) fulltime dispatchers. The line item of Wage Of Temp/Part Time Employees-Extra Help immediately below it includes four (4) part-time dispatchers. Chief Deputy explained the Radio & Related Equipment-Misc Expense line item for FY2019 is over because he had to replace some of the dispatch computers. Furthermore, he needs to replace another computer because the new technology requires more space on a computer. Sheriff Department still needs to secure grant money for portable radios. These radios cost \$5,000 each, and they need a total of ten (10) radios. The line item for the Wage Of

Temp/Part Time Employees-Extra Help in the Jail portion of the budgets includes the wages for the matrons. The Food & Provisions-Housing Prisoners line item is over in FY2019, so he increased the line item by \$10,000. Sheriff increased the Food & Provisions-Misc Expense line item to \$60,000. The Clothing & Dry Goods-Misc Expense line item includes the inmates' uniforms. The Engineering Services - Misc Expense line item is for the Jail Needs Assessment. Sheriff is unsure of the cost for Phase Two (2). He hopes to pay for it during FY2019. Supervisors need to consider how they will pay for the remainder of the Phases. Sheriff thought Supervisors would pay for the Assessment out of Fund: 0001 - General Basic like other Counties. Luckily, Sheriff has not had to use the Medical & Health Services-Misc Expense line items for an autopsy. Sheriff directed Supervisors attention to the administrative salary line items. Laughery is gaining on her backlogged work. The Stationery/Forms/Office Supplies-Misc Expense line item will remain the same. Auditor will move most of the Postage & Mailing & Faxing-Misc Expense line item to Dept: 51 - General Services since Sheriff Department is utilizing the postage machine. The Educational & Training Services-Misc Expense line item includes Jail School. All the employees associated with the Jail must attend this school each year. The cost is \$200 per person. The Legal & Court-Related Services-Misc Expense line items includes funds for a translator. Laughery addressed the revenue line items. She increased the Sheriff's Fees-Sheriff Mileage (Serving Papers) and Weapons Permits line items. It has been a busy year partly due to the big trial. Supervisors directed Auditor to add \$50,000 to the Motor Vehicle-Misc Expense line item for an additional vehicle.

Sheriff did not provide a Guthrie County Sheriff's Department update.

Grant Sheeder, President, Guthrie County Fair Board, as well as Fair Board Member John Knobe, Wes Clark and Tyler Carney, joined the meeting to discuss the Fair & 4-H as well as the Fairgrounds Fiscal Year 2019-2020 Budgets. Sheeder stated the Guthrie County Fair Board is requesting \$8,000 the same amount of funding as last year for Fair & 4-H. The Fair Board utilizes this money to continue improving the Guthrie County Fair as well as the 4-H programs. In addition, the Fair Board applied the \$30,000 received for the Fairgrounds to pay for the capital improvements to the cattle barn. Once again, the Fair Board is requesting \$30,000, the same amount of funding as last year for Fairgrounds. The Fair Board wants to use this money to construct new buildings.

Sheeder provided a Guthrie County Fair Board update.

Auditor presented the Fiscal Year 2019-2020 Auditor Budget. She increased the overall Fund: 0001 budget by approximately \$4,000. This includes a step increase in salary for her Deputies consistent with the Guthrie County Recorder and Treasurer Offices as well as a slight increase in the Stationery/Forms/Office Supplies-Misc Expense line item. She reduced the Fund: 0002 - General Supplemental budget by approximately \$45,000. Auditor explained she budgeted for a Special Election for the jail bond referendum. She also estimated the cost associated with the new combined City/School Election similar to the General Election. Finally, she budgeted for enough election equipment to furnish three (3) additional voting precincts. Supervisors authorized Auditor to enter the Fiscal Year (FY) 2019-2020 Auditor Budget.

The Auditor presented the Fiscal Year 2019-2020 Human Resources Budget. Auditor based this budget on the Fiscal Year (FY) 2019-2020 Auditor Budget. She removed the line items directly applicable to the Auditor's Office and moved the portion of the Planning & Mngmt Consultant/Gis-Misc Expense line item attributed to Ahlers & Cooney P.C. from Dept: 51 - General Services. Supervisors directed Auditor to enter the Fiscal Year (FY) 2019-2020 Auditor Budget.

Darcia Robson, Guthrie County Veterans Affairs Administrator and General Relief Coordinator, joined the meeting to discuss the Fiscal Year (FY) 2019-2020 Veterans Affairs Budget. The Veterans Affairs Commission met on Monday, 30 January 2019 and approved the budget pending the salary increase. The only difference is the increase for the insurance. Carney commented Robson still has sixty-five percent (65%) remaining in the budget. Robson explained the Commission moved around the funding a couple of years ago, so Robson could receive a larger raise. She also advised the Iowa Legislature has not decided if it will fund the \$10,000 Veterans Grant Allocation yet. County historically received this allocation.

Robson also presented the Fiscal Year 2019-2020 General Relief Budget. She made no changes to the line items in this budget other than entering the increased insurance premiums. Dickson asked if it was okay to lower the budget

beings, she had only used 87% so far. His thought was Supervisors could give Robson a raise but keep the budget the same by moving some money around in it.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss the Fiscal Year 2019-2020 Tax Increment Financing (TIF) (Wind Farm) Budget. Sebern proposed a light budget of \$250,000. County is starting to bump against the \$10,000,000 cap. He thinks it is a soft cap, but he is unsure of the steps to exceed it. The S Cass 116 project will go to bid, and he estimates it will cost \$50,000. Murphy Heavy Contracting currently is repairing three (3) bridges at a total estimated cost of \$770,000. The current total advancement is \$9,020,000 as of 31 December 2018. There is approximately \$780,000 remaining until the TIF reaches the \$10,000,000 cap. There are a three (3) ten (10) ton bridges (one (1) in Highland Township and two (2) in Seely Township) which can be addressed during FY2020. Dickson is confident the TIF can extend to \$12,000,000. Sebern acknowledged there is time to amend the FY2020 Budget, if Supervisors decided to access the additional \$2,000,000. Carney verified there are enough projects to tackle with the current funds. Sebern briefly spoke about the three (3) bridges. Carney talked about accessing the extra \$2,000,000.

Sebern also presented a modified version of the Fiscal Year 2019-2020 Secondary Roads Department Budget. He revised the FY2020 Budget due to concerns about Supervisors wanting to access the Guthrie County Secondary Roads Department (SRD) Reserves by cutting the transfer from Fund: 0011 - Rural Services or the Local Option Sales Tax (LOST) revenue. Sebern opted to do his own projects instead of losing money for other Departments' projects. If SRD is going to compete against funding for the TS trucks as well as the Guthrie County Regional Airport Authority runway project, he is going to present SRD projects. Dickson acknowledged his concerns. Dickson verified Sebern added expenses into the revised FY2020 Budget. Sebern highlighted the categories. He increased the Cover Aggregate & Sand-Misc Expense line item to allow for more crack sealing and patching projects. He also added a third truck into the Shop Equipment-Misc Expense line item. Grasty questioned why he add a third truck. Sebern stated he originally considered three (3) trucks, but he did not want to burn the Reserves. Kuster confirmed Sebern stated he wanted three (3) trucks, but he only asked for two (2) trucks. SRD also has buildings which require maintenance. In particular, the SRD Shed near the City of Menlo needs work done to it. Sebern increased the Buildings-Misc Expense line item by \$195,000 to address the grader sheds, office remodel and concrete in the Cold Storage Building. These adjustments will eliminate the extra reserves, and drop the total to approximately \$1,000,000-\$1,200,000.

Sebern provided a SRD update. The graders are out grading the roads today. SRD bought some No. 1 Diesel, and so far, SRD has not experienced any gelling issues. Sebern acknowledged SRD kept the graders off the roads yesterday. Some of the sheds are experiencing heater issues too. SRD is working to address this issue and hoping to get in front of the problem.

Supervisors reviewed the Consent and Waiver for Conflict of Interest Letter from Ahlers & Cooney, P.C. Tim Benton, Assistant Guthrie County Attorney, joined the meeting. He explained the purpose of the Letter. In 1989, the County along with the Cities of Guthrie Center, Panora and Yale enacted an ordinance creating the Authority pursuant to Iowa Code Chapter 330A. The entities also entered into an Agreement to create the Authority. Since Supervisors never repealed the Ordinance, it remains in effect and enforceable. The Authority is a hybrid of a public entity and private business. It can bond and is a public instrumentality. The Authority sought preliminary approval for \$3,800,000 grant to complete major improvements due to the deteriorating condition of the runway and apron. Federal Aviation Administration (FAA) requires a ten percent (10%) match from the Authority. In order to finance the match, the Authority will obtain bonds and has the statutory authority to do it. The Authority sought Ahlers as the bond attorney. Ahlers advises the County in personnel matters and helped redraft the Guthrie County Personnel Policy. The County received a letter from Steve Nadel requesting Supervisors waive any objections to Ahlers acting as the bond attorney for the Authority while it continues to work with the County. In Benton's opinion, there is no conflict because these are completely separate duties. Both the Authority and Supervisors must waive the conflict. Benton recommends Supervisors sign the waiver because these relationships do not create a conflict. Carney clarified there is no conflict. Dickson verified it does not commit the County to any course of action with the Authority. Benton replied it just allows Nadel to work with the Authority. It does not create any financial obligation. Motion by Grasty second by Kuster to approve and sign the Consent and Waiver for Conflict of Interest Letter from Ahlers & Cooney, P.C. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented Resolution 19-20: Setting Public Hearings On Proposal For Amended And Substituted Agreement For The Guthrie County Regional Airport Authority on behalf of the Airport Authority as Well as the Adoption of a Cooperation Agreement Regarding the Guthrie County Regional Airport Authority. Said Resolution resolves that a public hearing be conducted by the Guthrie County Board of Supervisors in the Public Meeting Room of the Guthrie County Courthouse at 9:15 a.m. on Tuesday, February 26, 2019, and notice of time and place of said hearing shall be given by publication as required by the Code of Iowa. In particular, it states the County of Guthrie, Iowa, is currently a member of the Guthrie County Regional Airport Authority created and existing under Chapter 330A of the Code of Iowa. The Cities of Panora and Guthrie Center, Iowa, through its City Councils and the County of Guthrie through its Board of Supervisors, have expressed their intention to remain as members of said authority but acknowledge that the agreement creating the Airport Authority is in need of revisions. The Cities of Panora and Guthrie Center, Iowa, and the County of Guthrie have expressed their intentions to adopt an ordinance to accomplish that purpose. The Cities of Panora and Guthrie Center, Iowa, through its City Councils and the County of Guthrie through its Board of Supervisors, have expressed their intention to consider an agreement under Iowa Code Section 330A.18 for the allocation of financial support for the Guthrie County Regional Airport Authority. A public hearing must be conducted by the Board of Supervisors of Guthrie County, Iowa on the proposed adoption of an Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority. A public hearing must be conducted by the Board of Supervisors of Guthrie County, Iowa on the proposed adoption of a Cooperation Agreement. Benton explained the language in the original agreement is out of date and verbose. Eric Reinhart, the Authorities Attorney, drafted a new, cleaner agreement which does not affect the status of the Authority. It just is a cleaner agreement. It does not change the financing or impose other obligations. The goal was to make a better agreement. The Cooperation Agreement addresses the bonding issues. Until know, County appropriated \$20,000 from Fund: 0011. The Authority needs a revenue stream to bond for the match. The Cooperation Agreement commits the three (3) entities to contributing a certain amount of funds to pay for the bonds. The Cooperation Agreement covers the revenue stream. In addition, Reinhart wants to do another Ordinance. It will commit County to the proposed \$65,000 per year until 2035. There is a corresponding increase for the Cities too. There must be a public hearing to address both Agreements. The Iowa Codes calls the second agreement a cooperation agreement, but it actually is a funding agreement. It commits the entities to a revenue stream. Reinhart proposed a public hearing date to consider both agreements. At that time, Supervisors may decide how to proceed with the Agreements. An ordinance is required, if Supervisors want to commit to the revenue stream. The Supervisors must decide on the funding level. The Public Hearing is an opportunity for the public to provide input. Both users and taxpayers can comment on the extent to which they want Supervisors to support the Authority. Auditor advised the Public Hearing will be set for Tuesday, 26 February 2019. Since the conflict issue is out of way, Benton will work with Reinhart & Nadel to review the Agreements. The bottom line is Supervisors must set the funding. Benton assumes the Cities will follow their own process. Auditor confirmed County does not have the ability to set a specific levy for the Authority according to the Iowa Department of Management (IDOM). Carney verified the original ordinance still exists, so he questioned how the City of Yale was allowed to withdraw from the Authority. Benton explained the withdrawal procedure. Per Iowa Code Section 330A.7, an entity can withdraw by resolution and public hearing. Benton assumes Yale followed the proper procedure. He also pointed out an entity cannot withdraw if there is a debt obligation unless the entity makes provisions to repay its share of the debt. Therefore, an entity is committed to the Authority and must fulfill its obligation before it can withdraw, if the Authority incurs debt. This may not have been an issue for Yale and this is Benton's assumption. Dickson inquired if the County's share of the match will constitute debt service. Auditor advised it is not County's certified debt, so it does not qualify as debt service. Benton concurred the Authority is the debt entity. Steve Brannen was present for the discussion and complimented Benton on his explanation of the process. He also inquired if there will be a problem with Supervisors setting the FY2020 Guthrie County Budget. Auditor explained the process to incorporate the funding into the Budget for the purpose of the Budget Hearing as well as passage. Supervisors always can reduce or eliminate the funding after publication and the hearing. They just cannot increase the funding. Benton pointed out the County's funding obligation decreases to \$35,000 after 2035. Dickson inquired about the Authority's actual needs. He pointed out \$65,000 per year over fifteen (15) years is \$975,000. Benton assumes the request is based on the bond amount. Dickson emphasized the Authority only needs \$380,000 for the match. Jay Pudenz, Aviation Project Manager, McClure Engineering Company, was present for the discussion. He advised the \$380,000 match only is for the first project. If County does not participate, there will be no grant. Dickson clarified the Authority is asking for more than \$380,000. William Darrow, Authority Board Member, was present for the discussion. He referenced the tentative plans to repair the ramp and pointed out it is all included in the

budget. Dickson wants to set the record straight. Pudenz broke down the Authority's budget. The first phase includes the routine operational expenses plus the runway. The second phase is the \$1,000,000 for the ramp. The third phase is \$500,000 for paving and maintenance. He emphasized the Authority set out the whole budget during the meetings. The first project is at risk now. Dickson suggested Authority work on funding for the first project, and then address the other projects. Darrow insisted the Authority has been working on the funding since Chris Brault submitted his resignation along with a step by step proposal in September 2018. According to Darrow, it has not been a problem in the past. He stated the Authority inquired about the match when it notified Supervisors about applying for the grant. Pudenz mentioned the Authority received its "GO" letter from the FAA early last year. Darrow also insisted Authority discussed it with Supervisors long before now. In particular, Authority advised Supervisors that it needed to redo the runway two (2) years ago when Supervisors approved Darrow's appointment to Authority. The proposal has been through numerous revisions since that time. The Authority chose McClure to oversee the project. Darrow confirmed Authority received the "GO" letter from FAA early last year. Furthermore, Authority already committed \$60,000 of its own money to the design phase. The Authority did not receive any help with the design funding. Darrow reiterated Supervisors knew about the project early last year. In addition, McClure supplied a detailed budget during the presentation on 18 December 2018 as well as the meeting on 2 January 2019. Dickson pointed out the budget provided in December was wrong. Supervisors received the most recent figures on Tuesday, 29 January 2019. Dickson expressed concerns about the \$35,000 after 2035. In his opinion, Authority should be self-sufficient after the runway project. Darrow advised Authority only has a potential business willing to operate a maintenance service for now. It may transition to a fixed based operations (FBO) in the future, if it works out. Darrow insisted the entities need to focus on the Agreements. The potential business only has rented two (2) hangars at this time. Kuster pointed out the difference between \$975,000 and the projected project cost. Pudenz explained the operating and maintenance cost are separate from the runway project. Lloyd thought Authority only needed funding to finance the ten percent (10%) match. He was unaware of other projects. In Kuster's opinion, Authority did not discuss the on-going costs of operation. Pudenz referred to the current proposed funding. The additional money covers all the projects plus extra to fund the Authority's operational expenses. The total covers the new project over the timeframe plus current operational costs. Grasty questioned the operational costs for the next fifteen (15) years. Pudenz provided the latest budget with lump sum amounts as set forth in the Cooperation Agreement. The Total operational cost is \$54,774 for FY2019. Benton noted the proposed Cooperation Agreement does not reference a levy. It just addresses a lump sum contribution of \$65,000. He also noted the budget may require an increase in the levy. According to Pudenz calculations, the equivalent levy will increase from .032 to .104. Pudenz explained he transitioned from a levy to a lump sum amount at the request of entities. The Cooperation Agreement does not bind County to any specific levy increases. It also allows the Cities to pull funding from other sources. Darrow stated Authority applied for the 100% grant, but it has not received a decision yet. Pudenz stated there is a chance Authority could receive the 100% grant; even after the bid. Pudenz will submit the ninety percent (90%) grant request to FAA in May 2019. It is the first time FAA has done this program, so there is not good guidance. Supervisors revisited the budget and how it impacts the amounts. Grasty pointed out entities could amend the Agreements. Pudenz clarified one (1) agreement governs the Authority and the other sets the revenue. Supervisors questioned if Authority will need any funds immediately, if it receives the grant. Since the Authority must pay for the work in advance and get reimbursed by FAA, Authority will need a short-term loan. Lloyd commented grant money is tax money, so it is not free. Carney requested a timeline. Pudenz explained the cycle. Authority received the "GO" letter for design, and FAA funded the design project. This is a good sign Authority will receive the grant for the runway construction project. Pudenz reiterated the grant application is due in May 2019. After submission, it will be reviewed for a couple of months. The agreements roll out by mid-July 2019 and include the funding amounts. Usually, it is ninety percent (90%). If the project is ready for construction, the bid window will be summer or the following spring to get good prices. Once the grant is in place, FAA will reimburse Authority as soon as it spends money on construction. Carney asked how Pudenz can bid the project, if Authority does not have the grant. Pudenz explained Authority has to bid the project because it will not know the true costs until after the bid process. Therefore, Pudenz does not know the funding amount for the grant application. Carney inquired if County will pay less, in the event constructions costs are lower. Pudenz stated he errors on the high side, so the bids do not come back too out of line. He also accounts for the fluctuation in construction prices. Darrow pointed out the Authority can request more grant funds and use less. Carney inquired if it is possible for Supervisors to wait and fund the project during the next FY. Pudenz replied there is no guarantee if the funds will be available because FAA already programmed for it. Dickson expressed concerns about entering into the agreements if construction does not begin until next year. Pudenz stated Authority would have to stipulate it will not start construction until next year. In addition, it cannot submit the grant application and state it has the ten percent

(10%) local match. Authority will bond for the whole project and get reimbursed by FAA. There will be a short-term loan in place to pay the full amount. Pudenz is not clear on all the details. The money just needs to be available, so Authority can pay for the construction project and get reimbursed by FAA. Carney inquired about which entity actually receives the \$3,800,000. Pudenz explained the Authority will pay as it goes and submit a reimbursement request. These requests have a short turnaround time. The financing to service the debt must be arranged up front. Dickson pointed out Supervisors do not need to include the funding in FY2020 budget, if construction does not start until the following year. Pudenz clarified he will bid the project as going forward next year because the prices will increase, if he waits until the following year. In addition, contractors will submit lower bid prices, if there is an option. Contractors will not guarantee prices a year out; especially, if the contractor must hold the contract for a year and guarantee the price. Pudenz reiterated Authority will receive lower prices, if the project is bid with an option. Dickson thinks it depends on how busy contractors are at the time. Pudenz questioned the goal behind waiting to fund the project during FY2021. Carney explained it is better to delay because of some other projects during FY2020. This way the budget will not be as inflated in FY2020. Grasty verified Authority needs a decision by May 2019 to file the application. Pudenz commented entities need to guarantee the funding. Carney inquired why County's word is not good enough. Pudenz replied FAA has been burned in the past. Brannen pointed out there are many questions which need answers. It needs to be clear what the Authority is bonding for, so all the parties are on the same page. He does not want Supervisors to vote and be confused or uninformed about the facts. Dennis Kunkle, Mayor of Guthrie Center, was present for the discussion. He emphasized the Authority will not receive the grant, if funding is not in place to repair the loan. Guthrie Center is going through all the steps to adopt the Agreements. If the grant goes away, it goes away, but at least the Authority showed the funding is in place to pay the loan. Pudenz reiterated the funding must be in place to apply for the grant. Grasty inquired about a 28E agreement versus a 330A agreement. Benton explained a 330A agreement is similar to a 28E agreement, but it is called a 330A because it is governed by Iowa Code Chapter 330A. Darrow commented Authority knew it had to replace the runway, and FAA made the offer at the right time. There are tight constraints because the runway blew out in three (3) spots. It is deteriorating faster than expected because it is deteriorating from the bottom up. He is unsure if there are other problems. Authority will undertake major work in spring to keep it usable, but it will be hard to do until the construction. Darrow assumes there will be more blow outs. Lloyd pointed out Iowa weather does not help the situation. Grasty inquired about the possibility of renegotiating the operational costs at the end of 2035. Kunkle mentioned the extended agreement reduces the amount after fifteen years (15 yrs) but anticipates additional funding for emergencies. Kunkle thinks it is possible to revisit the agreement at that time. County dropped the contribution amount to \$20,000 in 2005 per Pudenz. Kuster briefly discussed the drop. Darrow spoke about the Airport's needs and what the Authority has purchased so far. It received a \$3,600 return on its investment of \$50,000 for the Brokers International hangar. The Authority also has increased the value of the vertical structures. It is still a very viable facility. Furthermore, FAA is willing to help the Authority make improvements. Dr. David Ahrens donated a great deal of time doing the accounting for the Authority. He scanned in all the documents in order to maintain a permanent record. Marshall Burgess, President of the Authority, mixed the concrete for repairs around the Airport. He also donated a great deal of time doing repairs and removing snow. Members have volunteered many hours because the Authority does not pay the Board Members. Each spends many hours at the Airport. There is a standing list of activities. The Authority provides more than just a public service. Brannen quoted an article in the Des Moines Register regarding a national effort to raise facility charges which have been capped by Congress. In addition, the Iowa Airport Association is requesting more money to fund public airports in the state from the Legislature. Brannen pointed out this may be a revenue source in the future. Pudenz spoke with some people and discovered the grant application process is underway. State of Iowa is unwilling to help fund the local match because the FAA is offering a ninety percent (90 %) match. Therefore, State is unlikely to contribute unless the FAA deems the Authority ineligible for the grant. If Authority has to go to the State for help, it changes the match to an eighty-five percent (85%)/fifteen percent (15%) match. Kunkle pointed out the Cities have already made a commitment. If the County does not follow through with its share, then the Authority will not be able to apply for the grant. Supervisors must do include the funding in the FY2020 County Budget in order to show the money is available for the match. Grasty verified Supervisor can include the funding in the Budget and then remove it after the Budget Hearing. Carney verified the Resolution does not set any amounts. It only sets the date for the Public Hearing. Benton confirmed the Resolution does not bind the County financially in any way. Auditor read aloud the Resolution. She opted to combine the two (2) resolutions drafted by Reinhart into one (1) resolution for the purpose of setting the Public Hearing. Benton concurs with Auditor's decision and agrees there is no reason to hold a separate public hearing for each Agreement. Motion by Kuster second by Grasty to adopt Resolution 19-20: Setting Public

Hearings On Proposal For Amended And Substituted Agreement For The Guthrie County Regional Airport Authority. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 1(Dickson).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Auditor withdrew the submission of Resolution 19-21: Setting Public Hearing For Adoption Of Cooperation Agreement Regarding The Guthrie County Regional Airport Authority. According to Auditor and Benton, there is no reason to hold a separate public hearing for each Agreement. Supervisors set one (1) Public Hearing to consider both Agreements in Resolution 19-20.

During the Fiscal Year 2019-2020 Budget Work Session, Supervisors authorized Auditor to enter the Budgets into the Iowa Department of Management website. Auditor verified Supervisors were content with the proposed budgets.

There was no discussion about other county projects.

Supervisors opted to table the Minutes from 22 January 2019 and 24 January 2019. Motion by Carney second by Dickson to table the Minutes from 22 January 2019 and 24 January 2019 to the regular meeting on Tuesday, 5 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 2:00 p.m. until its regularly scheduled meeting on Tuesday, 5 February 2019. Motion by Kuster second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

5 February 2019

The Guthrie County Board of Supervisors met this 5th day of February, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 5 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Brenna Bird, Guthrie County Attorney, joined the meeting to provide a Guthrie County Attorney's Office Update. County Attorney advised she still is doing some upgrades; however, it is getting there. Her office computer is not working well, so she still needs to upgrade to a version which will communicate with the other devices. She is fixing what needs to be fixed and rebuilding the remainder. It is getting there. She appreciates Supervisors help. Supervisors appreciate her positive attitude. County Attorney acknowledged it is important to protect tax dollars. County Attorney is happy to answer any questions regarding her claims, but she assumes most are standard claims.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for James Jones (End of Probationary Period). Sebern advised Jones successfully completed the probationary period. He is the grader operator stationed at Wichita. Motion by Grasty second by Kuster to approve the Payroll Change Notice for James

Jones (End of Probationary Period) authorizing a pay increase from \$20.00 per hour to \$21.00 per hour effective 20 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss resurfacing Sage Trail. John Rutledge, General Manager, Lake Panorama Association and Director of Operations, LPN, LLC and Brad Halterman, Projects Manager, were present for the discussion. Sebern ran the preliminary costs. In the pre-2012 condition, he estimated the annual maintenance needs fifty tons of spot gravel per mile (50 ton/mi) and blading twice weekly. It took approximately six-two (62) man and machine hours to maintain it. The existing condition after the 2012 regrade is a twenty-two feet (22') wide road with a drop in the top and three feet (3') to the ditches due to the narrow right-of-way and fences. There is no Farm-to-Market or Federal Aid resources. Local funding is the only option. Lloyd verified the distance from the bridge to the golf course is two point one miles (2.1 mi). Option 3 is a full regrade within the existing right-of-way and then double chip seal over a solid rock base. The base will be six inches (6") of stabilized rock base. With the existing alignment, it will cost \$2,100,000 as opposed to \$1,500,000 with the realignment. Grasty inquired about the life expectancy of this surface. Sebern stated the maintenance still is unpredictable. It should be a rock-solid base. Furthermore, there are no bridging capabilities because it cannot bridge over a soft grade. Once again, the funding sources are limited to local only. If it fails, there will be a beautiful cross section with a failed seal coat. Sebern advised Polk County typically seal coats a road and then overlays asphalt within two (2) years. The new asphalt or concrete pavement will cost \$2,500,000-\$4,000,000. The strengthened seal coat will cost \$1,500,000 to \$2,100,000. The seal coat on existing surface will cost \$150,000. Re-stabilizing the existing base will cost \$30,000-\$75,000. It will cost \$8,500 per year to return to the pre-2012 condition. In order to return to the pre-2012 condition, SRD will scarify the road and add calcium chloride to the mix before laying it back down just like in 2012. Sebern estimates it will cost \$30,000-\$75,000. If SRD goes light, it will be a combination of rock and gravel. It will cost \$10,000 to shoot the stretch with calcium chloride. If the road returns to the pre-2012, general maintenance will cost less than \$10,000. Motion by Grasty second by Kuster to authorize the Guthrie County Secondary Roads Department to re-stabilize Sage Trail. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a Secondary Roads Department (SRD) update. There was a brief discussion regarding the road conditions as well as the sloughs.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to present the O'Keefe Elevator Company, Inc. Elevator Modernization Contract. O'Keefe, the company which does the service work, provided a bid to modernize the elevator. The bid includes a new operator and control system. All the upgrades are necessary to meet the new State of Iowa requirements. Thompson passed around the contract. The bid also includes a new power unit. Carney inquired about what will remain of the old elevator. Thompson replied the car and track because it does not wear out. The structure will remain the same. O'Keefe will install a new hydraulic, soft start, pump with check valves. Furthermore, there will be a new microprocessor control. There will be parts available for this processor. O'Keefe must find used parts to maintain the current controller because the company went out of business. It is a problem to repair the elevator in its current state. It is costly too because the parts are unique. Thompson advised there will be a new door operator. It will replace the specialty motor which is obsolete. County must take care of the state mandated additions by 2020. The bid also encompasses the tie into the existing fire panel. There will be fire sensors on each floor which will prioritize where the elevator goes in case of a fire. The total bid is \$62,965. It will cost an additional \$3,000-\$4,000 to connect the sensors through the appropriate company. Kuster inquired about how long the elevator will be out of service. Thompson estimated it will be down for three weeks (3 wks). Dickson inquired if Thompson intends to pay for this project in Fiscal Year (FY) 2018-2019. Thompson advised O'Keefe is agreeable to split the cost between FY2019 and FY2020 because it will be a June project. O'Keefe needs to order the materials now. Thompson confirmed O'Keefe gets all the salvage rights. Dickson verified Thompson has the funds and just needs the contract approved, so O'Keefe will schedule the project. The total cost will be \$62,965 plus expenses. Thompson advised visitors and employees will need to use the steps when the elevator is out of service. Thompson will work with the Guthrie County Clerk of Court to set the schedule. Motion by Dickson second by Carney to approve and sign the O'Keefe Elevator Company, Inc. Elevator Modernization Contract at a total cost of \$62,965 plus expenses. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors looked over the Veteran Affairs Commission Quarterly Report ending December 2018. Motion by Grasty second by Kuster to accept the Veteran Affairs Commission Quarterly Report ending December 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors conducted a Fiscal Year 2019-2020 Budget Work Session. Carney advised the Tax Increment Financing (TIF) interest could increase by a maximum of two percent (2%) to four point seventy-three percent (4.73%). Supervisors do not need to speak with Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, about the Adair/Guthrie County Emergency Management FY2019-2020 budget. Auditor presented a form setting forth the amount of tax dollars generated with the FY2019 levies at FY2020 valuations.

There was no discussion about pending county projects. Auditor reminded Supervisors that they need to appoint members to the Guthrie County Zoning Commission and Zoning Board of Adjustment.

Motion by Dickson second by Lloyd to approve the Minutes from 22 January 2019 and 24 January 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 29 January 2019. Motion by Carney second by Grasty to table the Minutes from 29 January 2019 to the regular meeting on Thursday, 7 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 13 January 2019 – 26 January 2019 as well as the County and Assessor Payroll Reports for 19 January 2019 – 1 February 2019.

There being no further business to come before the Board at this time, the Board adjourned at 1:36 p.m. until its regularly scheduled meeting on Thursday, 7 February 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

7 February 2019

The Guthrie County Board of Supervisors met this 7th day of February, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson Everett Grasty, Jerome “J.D.” Kuster, and Jack Lloyd.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Carney to approve the Agenda for 7 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, and Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss the Fiscal Year 2019-2020 Transfer Station and Facilities Management Budgets. Arber clarified the resources he used to establish the costs for Transfer Station (TS) to do the hauling. It provides the bases for the benefits to purchasing the trucks. He spoke with the Audubon County TS, and it utilized a ten (10) year study regarding the operational costs of trucks. Dickson is not concerned about the trucking project. He is worried about some of the other projects. In short, how many projects must be done during Fiscal Year (FY) 2019-2020? Can any of the projects be held until FY2021? He also asked about waiting to purchase a skid loader until FY2021. In Thompson’s opinion, TS will need to trade the telehandler by the end of FY2020 because it will have

5,000 hours. Arber thinks it may last for two (2) years yet. Carney stated the bottom line is Supervisors want to know where TS can cut back in its proposed FY2020 Budget. Arber stated if he continues to pursue the truck option, Supervisors need to leave the Salaries Of Reg. Employees-Misc Expense and Motor Vehicle Equipment-Misc Expense line items alone. These line items cover the new driver and the trucks. Supervisors could decrease the Fuels-Misc Expense line item by a couple thousand dollars and reduce the estimate for replacement trucks. Supervisors concurred the biggest savings will come from eliminating the skid steer for FY2020. Arber advised if he purchases the trucks, TS eventually will need two (2) trucks in case of breakdowns; however, he could refrain from purchasing the second truck until FY2021. Aber reassured Supervisors the following FY's will not be as expensive once he purchases the trucks. He could try to fund the project over the next two (2) FY's and create a three (3) year plan. In addition, TS could buy the skid steer when it trades in the telehandler as a package purchase. Arber advised there is not a whole lot of wiggle room in the proposed budget because he did not pad any line items. The only real option for disposing of solid waste and recyclables is the Carroll County Landfill. The recycling costs are five dollars per ton (\$5/ton) while the solid waste costs one dollar per ton (\$1/ton). The Landfill sets the solid waste fees. Dickson inquired about leasing a skid steer for a year, and then buying out the lease. Arber estimates a five (5) year lease will cost \$1,100 per month. He assumes TS will need to pay the value of the machine, at the time TS buys out the lease, or pay more for the lease, like \$2,200 per month, and pay one dollar (\$1.00) to buy out the lease. Dickson commented TS may be able to cheaply buy out the lease after one (1) year. This will reduce the cost to \$20,000. Arber insisted on buying out the lease. Carney asked about the maintenance expenses for the trucks. He assumes a good used truck will include nearly new tires. Thompsons expressed concerns about the repairs. In Thompson's opinion, he must make sure the trucks have new tires. He expressed additional concerns about getting caught with extra expenses, if the engine or transmission goes bad. Thompson assumes it will cost \$15,000 to replace an engine. Dickson stated all the used trucks at Ruan Truck Sales come with a one (1) year warranty. Arber pointed out there may be an option to purchase an extended warranty. In Carney's opinion, a fleet truck is a smart purchase because it comes with maintenance records. Arber spoke with Bascom Truck & Automotive Inc regarding maintenance at its shop which is open twenty-four (24) hours a day seven (7) days a week (24/7). TS does not have to take the trucks to Bascom for service, though. The trucks can be serviced on site. Regardless, TS must regularly service the vehicles. Arber also talked with Audubon County TS about purchasing trucks. Audubon has owned its own trucks since 2007. On average, it costs two percent (2%) for maintenance and repairs. Audubon provided a study regarding trucks which included the averages. The study indicates it is best to replace a truck after 740,000 miles. The study is based on cost per hour. If Arber bases his assumption on the study and the trucks run 2,080 hours, the cost per hour is six dollars and sixty-five cents (\$6.65). Therefore, it will cost \$13,000 per truck, so he included \$26,000 for maintenance costs plus money for the recycling truck in the proposed budget.

During the Fiscal Year 2019-2020 Budget Work Session, Auditor informed Supervisors that she can shift the Federal Insurance Contributions Act tax (FICA) and the Iowa Public Employees Retirement (IPERs) contribution from Fund: 0001 - General Basic to Fund: 0002 - General Supplemental. In addition, Supervisors could move the Township line items as well as the expenses associated with Zoning and a Sheriff's Deputy to Fund: 0011 - Rural Services. Finally, there is a process by which the Supervisors can exceed the Fund: 0001 levy cap as part of the budget process. According to Dickson, the new Guthrie County Regional Airport Authority Proposal still is requesting \$55,700 per year for fifteen (15) years. Furthermore, it appears this amount just covers the costs of the new runway. Kuster inquired about why Supervisor originally stopped contributing \$40,000. Dickson advised Supervisors contributed \$35,000 until 2009. Then, it tapered down to \$20,000. The contribution has been \$20,000 for approximately seven (7) years. Kuster questions why the Authority will need more to operate because the new runway should not increase the operating costs. According to Grasty, Guthrie County State Bank stated it will cost \$36,000 per year to finance the \$380,000 the Authority needs to cover the grant match. The new proposal lowers the Cities contributions also. Grasty questions how much the Authority raises operating the Airport. Dickson spoke with a pilot from Des Moines, Iowa regarding grass runways going in both directions at an airport in northern Iowa. He stated anyone can use this airport, and the individuals who use it are responsible for performing the maintenance. In addition, this airport does not request any tax dollars from local governments. Lloyd commented the Authority does its own maintenance. Grasty requested a list of airports within the State of Iowa and the amount of tax support these airports receive from local governments. In Carney's opinion, airports need to regionalize. With respect to the proposal, Grasty thinks the Authority can explore other funding options when it considers doing the approaches. Carney added by raising the levy now, as another way to deal with the issue, it allows the Authority time to figure out a way to finance its other needs in the future. Carney is making this suggestion in order to help the entire Fund: 0011 budget and specifically not to

support the Airport. In addition, it will allow Supervisors to add money back into the reserves. Dickson stated he is not against raising the levies, but he is trying to cut some expenses. This way Supervisors may not have to raise taxes or at least, can limit the amount of the increase. In Lloyd's opinion, Supervisors need to do something with the insurance. Dickson stated he wants to stop funding every project presented to them. Carney suggested Supervisors budget for the project but not appropriate the funds until the project moves forward. This way the money remains in the reserves, if the Department does not follow through with the project. Kuster commented Audubon County approved a three percent (3%) raise and shifted some of the insurance liability to its employees. Lloyd mentioned the large increase in the insurance premiums. Dickson brought up some Departments added employees during the past year. Lloyd pointed out some of the Departments upgraded in order to make some of the jobs easier. Kuster remarked the workload continues to increase.

There was no discussion about any county projects.

Supervisors recessed at 12:00 p.m., so Auditor could adjust the proposed budget based on the previous discussion.

Supervisors reconvened at 1:45 p.m.

Auditor presented the budget worksheets with the changes Supervisors discussed before the break. Supervisors directed Auditor to leave the \$281,000 for IPERS in Fund: 0001 and move the \$226,000 for FICA to Fund: 0002. In addition, Supervisors instructed Auditor to raise the Fund: 0002 levy by thirty cents (\$0.30) and the Fund: 0011 levy by seventy (\$0.70). With these changes, Supervisors requested a proposed budget with a three percent (3%) raise and a two percent (2%) insurance liability shift to the employee as well as a proposed budget with just a three percent (3%) raise for the next regular meeting on Tuesday, 12 February 2019.

Motion by Dickson second by Carney to approve the Minutes from 29 January 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

The Auditor did not present the Minutes from 31 January 2019 due to the time spent working on the proposed budget.

There being no further business to come before the Board at this time, the Board adjourned at 2:37 p.m. until the special meeting on Friday, 8 February 2019. Motion by Kuster second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Special Session

8 February 2019

The Guthrie County Board of Supervisors met this 8th day of February, 2019, in the special session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson Everett Grasty, Jerome "J.D." Kuster, and Jack Lloyd.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Carney to approve the Agenda for 8 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Candidate 1 joined the meeting to interview for the Human Resources Director position. Candidate 1 did not request a closed session. Supervisors asked Candidate 1 a predetermined list of questions. At the conclusion of the interview, Candidate 1 left the meeting.

Candidate 2 joined the meeting to interview for the Human Resources Director position. Candidate 2 requested a closed session and stated the closed session is necessary to prevent needless and irreparable injury to that Candidate's reputation. Motion by Grasty second by Kuster to go into Closed Session for a strategy meeting of public employer per Iowa Code Section 21.5(i). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0. The Board of Supervisors went into closed session at 9:54 a.m. All members of the public left the room except for the Supervisors, Auditor, and Candidate 2. The Board of Supervisors came out of closed session at 10:52 a.m. At the conclusion of the closed session, Candidate 2 left the meeting.

Candidate 3 joined the meeting to interview for the Human Resources Director position. Candidate 3 requested a closed session and stated the closed session is necessary to prevent needless and irreparable injury to that Candidate's reputation because of her present employment. Motion by Grasty second by Kuster to go into Closed Session for a strategy meeting of public employer per Iowa Code Section 21.5(i). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0. The Board of Supervisors went into closed session at 10:58 a.m. All members of the public left the room except for the Supervisors, Auditor, and Candidate 3. The Board of Supervisors came out of closed session at 11:49 a.m. At the conclusion of the closed session, Candidate 3 left the meeting.

Supervisors discussed the Candidate for the Human Resources Director position. Jotham Arber, Guthrie County Health Services Director, and Joshua Sebern, Guthrie County Engineer joined the meeting. Auditor, Arber and Sebern think all three (3) candidates are fine. It was a long process, but they finally made it. Motion by Dickson second by Grasty to offer the Human Resources Director position to Candidate 3. Motion carried on a vote: Ayes: 3 (Carney, Dickson, Grasty) Nays: 2 (Lloyd, Kuster). Motion by Dickson second by Grasty to offer Candidate 3 a starting salary of \$72,500. Motion carried on a vote: Ayes: 3 (Carney, Dickson, Grasty) Nays: 2 (Lloyd, Kuster)

Auditor did not present the Minutes from 31 January 2019 due to all the time spent on the budgeting process. Motion by Carney second by Kuster to table the Minutes from 31 January 2019 to the regular meeting on Tuesday, 12 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Carney briefed Supervisors on the State of Iowa's proposed path regarding Mental Health (MH) services. He talked about an article in which Dallas County was referenced for having to work within the levy even though it keeps experiencing growth. Long story short, Dallas County cannot levy enough to meet its needs. Carney and Dickson do not want Iowa Legislature to remove the cap on MH levies.

There being no further business to come before the Board at this time, the Board adjourned at 12:35 p.m. until its regularly scheduled meeting on Tuesday, 12 February 2019. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

12 February 2019

The Guthrie County Board of Supervisors met this 12th day of February, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster. Auditor appeared by phone.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 12 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 14 January 2019. Grasty inquired about the cost of the trail repair stations. The original cost was misreported as \$14,000 - \$15,000. The estimate was \$1,400 - \$1,500. The actual cost will be \$2,000. Kuster inquired about the total acres for the Agricultural lease. Hanner replied it is roughly thirty-six (36) acres. The Bennie Hall Wildlife Area is approximately twenty-one (21) acres and the Monteith Wildlife Area is approximately fifteen (15) acres.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to provide the Guthrie County Transfer Station (TS) update. At this time last year, the tonnage report showed TS received 4,002 tons compared to 4,264 tons so far this year.

The Guthrie County Iowa State University Extension and Outreach Office joined the meeting to introduce its new employees. Krista Downing will be the new Program Director. Mollie Clark will be the Youth Coordinator. Clark has been with the Extension Office for six (6) years. She primarily will focus on community outreach, networking and 4-H. She is working with the Stuart Public Library on after school programs. Clark is doing the same for the Mary Barnett Memorial Library and Panora Public Library. As part of the community outreach, Clark is creating day camps. These camps will include information on Agricultural Pesticide Training. As an economic development aspect of its services, the Extension Office is holding grant writing workshops. It also conducts a Farmers Coffee once a month.

Auditor called into the meeting at 10:00 a.m. for the Fiscal Year 2019-2020 Budget work session. She explained the reports provided to the Supervisors. The first report shows the Fiscal Year (FY) 2020 Budget with a three percent (3%) wage increase for all County employees. The second report includes a three percent (3%) raise with a two percent (2%) shift in the health insurance liability to the employees. Auditor referenced an email she received from Denise Ballard, Consultant, Iowa Governmental Health Care Plan (IGHCP), regarding a slightly higher increase in the insurance premium than originally estimated by Ballard. Auditor inquired if Supervisors want to stay with the six percent (6%) increase for the FY2020 health insurance line items. Dickson stated he wants to increase these line items by six point seven percent (6.7%) which is the latest recommendation from Ballard. He expressed concerns about leaving the increase at six percent (6%) because it will increase the County's exposure and possibly deplete the Partial Self-Funding (PSF) account. Auditor recommended setting the increase at seven percent (7%) until Dickson attends the IGHCP Annual Meeting next week. She explained Supervisors always can lower the rate, if the actual premium is less than the budgeted amount. Supervisors compared the fund balances from the FY 2018-2019 Budget to the FY 2019-2020 Budget. They questioned the differences. Auditor explained it is due to the FY 2018-2019 revenues not exceeding the expenditures and the FY 2017-2018 Budget Amendments as well as the State Auditor's adjustment to the FY 2017-2018 ending fund balances. Dickson suggested Supervisors move both the Federal Insurance Contributions Act tax (FICA) and the Iowa Public Employees Retirement (IPERs) to Fund: 0002 - General Supplemental and in turn raise the applicable levy to cover these expenses. He also proposed Supervisors direct each Elected Official/ Department Head cut his/her budget by five percent (5%). Kuster commented cutting the budgets does not accomplish the intended results. Kuster pointed out the issue is County has not kept up with the times by gradually raising the levies over the years to cover expenses. Dickson commented if Supervisors would have said "No" to more projects, Supervisors would not be in this situation now. The question is how to fix it. Long story short, Supervisors kept dipping into the reserves to cover expenses, and now Supervisors are out of reserves. According to the projected estimated Ending Fund Balance as of 30 June 2020, the Fund: 0001 - General Basic reserve will be approximately \$880,000. By moving IPERS to Fund: 0002 Supervisors may gain approximately \$281,000 on the reserves. This means the total increase to all the levy rates will be one dollar and fifty cents to one dollar and sixty cents (\$1.50-\$1.60) in order to cover the FY2020 Budget expenses. Dickson insisted he will not vote for it. Kuster pointed out Supervisors have to catch up some way. Dickson also contended Supervisors cannot continue to give raises every year. Grasty commented it goes back to the services people want and how much citizens are willing to pay for these services. Auditor mentioned a good share of the payroll, forty-two percent (42%), is in Fund: 0011 -

Rural Services and Fund: 0020 - Secondary Road. Therefore, the entire amount of the raises will not be borne by Fund: 0001. Grasty commented Supervisors have shifted as well as moved many expenses around for several years to avoid increasing the levies, and now it is hitting Supervisors square in the face. Kuster inquired about how much Supervisors raised the levies last year. Carney replied Supervisors did not increase any of the levies last year. All the levies remained the same as the FY2017-2018 Budget. The property tax revenue was higher due to the increased property valuations not the levies. Dickson reiterated his proposal to move FICA and IPERS to Fund: 0002 and suggested raising the Fund: 0001 levy by ten cents (\$.10). This should not only balance Fund: 0001 but also provide a little money to begin the rebuilding process. He added Supervisors will need to raise Fund: 0002 a total of eighty cents (\$.80) to account for moving FICA and IPERS to it. Dickson insisted he wants Supervisors to adopt the two percent (2%) wage increase with a two percent (2%) shift of the insurance liability to the employees. In addition, he wants the Fund: 0011 levy increase to remain at seventy cents (\$.70). Dickson advised he will not vote to contribute \$65,000 to the Guthrie County Regional Airport Authority or even \$55,700. The Authority submitted a revised proposal requesting County contribute \$55,700 to finance just the runway project. Carney recommended Auditor redraft the FY2020 Budget for the next regular meeting on Thursday, 14 February 2019, as follows: 1) Ten cents (\$.10) increase to the Fund: 0001 levy; 2) Eighty cents (\$.80) raise in the Fund: 0002 levy; 3) Seven percent (7%) increase of the health insurance premium; 4) Move FICA and IPERS to Fund: 0002; and 5) Two percent (2%) raise with a two percent (2%) shift in the health insurance liability to the employees. Auditor calculated the estimated shift in the insurance premium. With respect to a single policy, the County will pay \$510.75 per month, and the employee will pay \$127.69 per month. This will trigger an increase of twenty dollars and twenty-nine cents (\$20.29) to the employee's share of the premium each month. The County will pay \$1,160.54 per month for a family policy while the employee will pay \$386.85 per month. This will cause a monthly increase of fifty-four dollars and fifty-three cents (\$54.53) in the employee's portion of that premium. Dickson inquired if the shift in insurance along with a two percent (2%) raise will result in a gain or loss in the amount of an employee's actual paycheck. In Sebern's opinion, an employee will lose after factoring in the Consumer Price Index (CPI). Kuster commented as a tax payer he would rather pay a little more in property taxes to keep gravel and the maintainer on his road as well as the Guthrie County Courthouse open locally. Lloyd mentioned the County pays a great deal of money towards health insurance premiums and IPERS for the employees. Grasty inquired about the FY2020 Budget with a three percent (3%) raise and a two percent (2%) insurance liability shift to the employee. Auditor stated it will add approximately \$32,000 to Fund: 0001. Grasty and Kuster agree with this proposal. Auditor will prepare FY2020 Budget proposals with a two percent (2%) and a three percent (3%) wage increase for the next regular meeting. Both versions will include a two percent (2%) shift in health insurance liability to the employees. Motion by Dickson second by Carney to increase the employee's contribution to both the Single and Family health insurance premium by two percent (2%). Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Carney second by Dickson to increase the FY2019-2020 health insurance line items by seven percent (7%) from the FY2018-2019 values. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Carney second by Kuster to table the decision on Annual Salary For Elected Officials to the regular meeting on Thursday, 14 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did not discuss any pending county property projects.

Supervisors opted to table the Minutes from 31 January 2019, 5 February 2019 and 7 February 2019. Motion by Carney second by Grasty to table the Minutes from 31 January 2019, 5 February 2019 and 7 February 2019 to the regular meeting on Thursday, 14 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Kuster second by Grasty to approve the Claims from 30 January 2019 – 12 February 2019 in the amount of \$191,360.77. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:32 p.m. until its regularly scheduled meeting on Thursday, 14 February 2019. Motion by Kuster second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

14 February 2019

The Guthrie County Board of Supervisors met this 14th day of February, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson Everett Grasty, Jerome “J.D.” Kuster, and Jack Lloyd. Auditor appeared by phone.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 14 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to discuss loan options for the new skid loader at Transfer Station. He spoke with Peoples Trust and Savings Bank, and it offered a no down payment loan with a four point fifteen percent (4.15%) interest rate. Arber advised he and Brandon Thompson, Guthrie County Facilities Manager, also will look at trucks next week. They will research the options and report their findings to Supervisors.

Auditor called into the meeting at 9:15 a.m. for the Fiscal Year 2019-2020 Budget work session. Josh Sebern, Guthrie County Engineer, presented a budget option which includes a four percent (4%) wage increase for the Guthrie County Secondary Roads (SRD) and Integrated Roadside Vegetative Management (IRVM) employees for consideration by Supervisors. Auditor submitted two (2) proposed Fiscal Year 2020 Budgets. The first budget included a two percent (2%) raise. The second budget contained a three percent (3%) raise for all County employees. Both budgets reflected the two percent (2%) shift of the health insurance liability to employees as well as the additional levy increases to Fund: 0001 - General Basic and Fund: 0002 - General Supplemental. In addition, Auditor shifted all the Iowa Public Employees Retirement (IPERs) line items in Fund: 0001 to Fund: 0002 and increased the health insurance line items by seven percent (7%) from the FY2019 values. The proposed budgets are in accordance with Supervisors’ instructions from the last regular meeting on Tuesday, 12 February 2019. Carney inquired why Sebern is requesting a four percent (4%) wage increase for SRD and IRVM employees. Sebern replied other Departments with independent governing boards will receive four percent (4%) and six percent (6%) raises this year. In his opinion, this proposal will keep the wage increases fair. He also explained the need to keep pace with the Consumer Price Index (CPI). Sebern reminded Supervisors that they shifted two percent (2%) of the health insurance costs to the employee, so it does not afford his employees a cost of living increase. Carney stated he understands Sebern is the de facto “Union” representative for his employees and has to do what is best for them. On the other hand, Carney cannot agree to give SRD and IRVM a four percent (4%) raise while the remaining employees, for which Supervisors directly control wages, only get a three percent (3%) raise. In his opinion, Supervisors would be showing favoritism to a particular group of employees. Carney acknowledged SRD employees do a good job and work in harsh conditions. Sebern replied SRD employees already think there is favoritism due to the fact the Guthrie County Assessor’s Office is receiving a four percent (4%) salary increase for FY2020. It is a tough pill for him and his employees to swallow since all the employees are employed by the County. Therefore, all the employees should be treated the same. Sebern clarified the four percent (4%) raise only applies to his employees and not his own salary. In Grasty’s opinion, a three percent (3%) raise is fair to the employees considering the insurance shift already adopted by Supervisors. Motion by Grasty second by Kuster to approve a three percent (3%) wage increase for all County employees, including the Guthrie County Secondary Roads (SRD) and Integrated Roadside Vegetative Management (IRVM) employees, for Fiscal Year 2019-2020. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 1 (Dickson).

At this point, Supervisors briefly discussed their FY2020 salary. Carney and Dickson commented they have spent more time than ever during the last year on Supervisor duties. Therefore, the additional time warrants an increase in salary. Motion by Kuster second by Grasty to disallow the Fiscal Year 2019-2020 salary increase for the Supervisors and leave their salary the same as Fiscal Year 2018-2019. Motion carried on a vote: Ayes: 3 (Grasty, Lloyd and Kuster) Nays: 2 (Carney, Dickson).

Supervisors considered Resolution 19-21: Annual Salary Approved for Elected Officials. Said Resolution approves the three percent (3%) salary adjustment for the elected officials, except the Supervisors, for the fiscal year beginning 1 July 2019 as follows: 1) Auditor - \$55,238; 2) County Attorney - \$86,820; 3) Recorder - \$54,706; 4) Sheriff - \$72,587; 5) Supervisors - \$27,494; and 6) Treasurer - \$54,703. The Resolution affirms the Guthrie County Compensation Board held its annual meeting on 26 December 2018 to recommend a compensation schedule for elected officials for the fiscal year immediately following, in accordance with Iowa Code Chapters 331.905 and 331.907. Furthermore, the Guthrie County Compensation Board recommended a five percent salary increase for all the elected officials in the fiscal year beginning 1 July 2019. Motion by Kuster second by Grasty to approve Resolution 18-23: Annual Salary Approved for Elected Officials which authorizes a three percent (3%) salary increase for all Elected Officials except the Supervisors. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: (Dickson).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Supervisors reviewed the projected estimated ending fund balances as of 30 June 2020 set forth in the FY2020 Budget. There was a brief discussion about the values. The goal is to maintain the reserve for each fund within twenty to twenty-five percent (20%-25%) of the FY expenses for the respective fund. At Supervisors request, Auditor recalculated the property tax revenue utilizing adjusted levy rates. Supervisors ultimately opted to increase the Fund: 0001 levy from the statutory limit of three dollars and fifty cents (\$3.50) to three dollars and seventy cents (\$3.70). Supervisors also decided to increase the Fund: 0002 levy from the approximate levy rate of ninety-eight cents (\$.98) to nearly one dollar and eighty-nine cents (\$1.89). Supervisors were more comfortable with the projected estimated ending fund balances after the adjustments. Auditor explained Supervisors must publish an additional notice setting forth the reason(s) for exceeding the Fund: 0001 limit. Supervisors reviewed the statutory justifications Auditor selected from Iowa Code Section 331.426. She assured Supervisors that she confirmed the process to exceed the levy limit with the Iowa Department of Management. She advised Supervisors that they will need to provide specific examples to support the justifications during the FY 2019-2020 Budget Public Hearing. Supervisors authorized Auditor to publish the Notice of Public Hearing subject to the changes made by Supervisors which included the adjusted levies as well as the wage and salary increases.

Auditor verified the Supervisors intend to publish the Notice Of Public Hearing -- Budget Estimate for Proposed Fiscal Year 2019-2020 Guthrie County Budget on Thursday, 21 February 2019. She confirmed the publication date is between the ten (10) and twenty (20) day statutory publication period, if the Supervisors want to schedule the Public Hearing for the Guthrie County Fiscal Year 2019-2020 Proposed Budget during the regular meeting on Tuesday, 5 March 2019, at 10:00 a.m. Motion by Grasty second by Kuster to set the Guthrie County Fiscal Year 2019-2020 Budget Public Hearing during the regular meeting on Tuesday, 5 March 2019 at 10:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 1 (Dickson). Motion by Lloyd second by Carney to approve the Notice Of Public Hearing -- Budget Estimate for Proposed Fiscal Year 2019-2020 Guthrie County Budget and publish it in the official newspapers on Thursday, 21 February 2019. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 1 (Dickson).

There was no discussion about any county projects.

Motion by Dickson second by Carney to approve the Minutes from 31 January 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 5 February 2019, 7 February 2019, and 8 February 2019. Motion by Dickson second by Grasty to table the Minutes from 5 February 2019, 7 February 2019, and 8 February 2019 to the regular meeting on Tuesday, 19 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:00 p.m. until its regularly scheduled meeting on Tuesday, 19 February 2019. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

19 February 2019

The Guthrie County Board of Supervisors met this 19th day of February, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster. Auditor appeared by phone.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 19 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Aaron Rowe joined the meeting to discuss a property tax exemption for his property at 1910 Poplar Avenue, Guthrie Center, Iowa. Nikki Carrick, Guthrie County Assessor, was present for the discussion, and Auditor called into the meeting. Rowe stated the Iowa Department of Revenue’s (IDR) website lists a property tax exemption for open prairie and forest cover. Auditor confirmed per Iowa Code Section 427.1(22), the Supervisors may grant a tax exemption for recreational lakes, forest covers, rivers and streams, river and stream banks and open prairies; however, Supervisors do not have to grant a tax exemption under this subsection. Rowe stated he submitted the appropriate application, available through the IDR website, to the Guthrie County Soil and Water Conservation District as set forth in the Code Section. The District reviewed and approved the Application. The next step is approval by the Supervisors. Auditor interjected the process is not this simple. She explained the Supervisors annually shall designate the real property to which this exemption shall apply in accordance with the conditions and process set forth in the Code Section. Therefore, Supervisors must adopt a resolution before it can approve this type of exemption. Then, the Supervisors must decide if the Guthrie County Weed Commissioner needs to inspect and certify the property as having adequate ground cover consisting of native species as well as all primary and secondary noxious weeds present are being controlled to prevent the spread of seeds by either wind or water. Assessor concurred with Auditor’s statements. Assessor added the property currently is classified as residential and needs to be reclassified to Agricultural in order to qualify for the exemption. Auditor also commented the property cannot be used for any type of economic gain, including storage. This means the owner cannot occupy the structure on the property and use it as a cabin. Auditor suggested the Guthrie County Attorney’s Office review the Code Section and provide an opinion regarding her interpretation of the Code Section. Motion by Dickson second by Carney to deny Aaron Rowe’s request for the property tax exemption set forth in Iowa Code Section 427.1(22). Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He advised Human Resources Director Candidate 3 offered a counter proposal to work as a consultant for the County. The counter proposal included a plan in which the Candidate will be on site two (2) days per week and available by phone during the remaining time. Supervisors declined the offer. Dickson suggested Supervisors increase the salary offer to \$73,000. Motion by Dickson second by Grasty to offer Human Resources Director Candidate 3 a salary of \$73,000 for the full-time position, and if Candidate 3 declines the offer, Joshua Sebern shall offer the position to Human Resources Director Candidate 2 for the original salary of \$72,500. Motion carried on a vote: Ayes: 4 (Dickson, Grasty, Lloyd, Kuster) Nays: 1 (Carney).

Supervisors did not discuss any pending county projects.

Motion by Carney second by Grasty to approve the Minutes from 5 February 2019, 7 February 2019 and 8 February 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:05 a.m. until its regularly scheduled meeting on Thursday, 21 February 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

21 February 2019

The Guthrie County Board of Supervisors met this 21st day of February, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 21 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, along with Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss purchasing a new skid loader with a boom for the Transfer Station. In addition to its various uses at the Transfer Station, the skid loader also will be used for snow removal at the Guthrie County Courthouse and Public Health Building. Arber spoke with Rolling Hills Bank & Trust of Casey, Iowa regarding financing for the skid loader. Rolling Hills is willing to finance the purchase. The terms of the loan will be three point nine five percent (3.95%) interest for sixty (60) months. Arber wants permission to finance the purchase of a skid loader before the price increases. Thompson will cover the cost associated with the skid loader for the remainder of this fiscal year out of the Facilities Management Budget. Then, the Transfer Station will step in beginning 1 July 2019 and make the necessary payments from its budget. Motion by Kuster second by Grasty to finance the purchase of a skid loader through Rolling Hills Bank & Trust of Casey, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber advised the trailers for the Transfer Station will be delivered in June 2019 pursuant to a no cost lease agreement. The Transfer Station will pay for the trailers after 1 July 2019. In addition, Arber, Thompson and Grasty will look at trucks tomorrow.

Supervisors did not discuss any pending county projects.

Motion by Carney second by Grasty to approve the Minutes from 12 February 2019 and 14 February 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:22 a.m. until its regularly scheduled meeting on Tuesday, 26 February 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

26 February 2019

The Guthrie County Board of Supervisors met this 26th day of February, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 26 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the February 2019 Information Technology (IT) Report. GCC upgraded a few more personal computers (PC's) during February, including a computer in the Guthrie County Attorney's Office as well as the Integrated Roadside Vegetative Management (IRVM) Office. GCC continues to progress with the PC upgrades during the on-site time. Garland advised the antivirus activity has been quieter than this time last year. Page eight (8) of the Report addresses the need for increased bandwidth at the Guthrie County Public Health Building. He increased it to fifty megabits per second (50 mbps). Afterwards, it was obvious the Building definitely needed it.

At this time, the Supervisors moved to the Public Meeting Room to hold the Public Hearing on the Proposal for the Adoption of an Amended and Substituted Agreement for the Guthrie County Regional Airport Authority as well as the Adoption of a Cooperation Agreement Regarding the Guthrie County Regional Airport Authority. Tim Benton, Assistant Guthrie County Attorney, was present for the Hearing and provided a brief summary of the purpose for the two (2) Agreements. He advised representatives from all the parties associated with the Agreements as well as bond counsel, Steve Nadel, Ahlers & Cooney, P.C., participated in a phone conference on Friday, 21 February 2019. From Benton's perspective, the parties reached a tentative decision to consider the financing option which funds the Authority's operating expenses as well as the runway project. In his opinion, there are two (2) matters before Supervisors. The first issue is the Amended and Substituted Agreement. The proposed Agreement, prepared by the Authority's Attorney, Eric Reinhart, sets forth the duties and responsibilities of the Authority. In addition, it removes verbiage from the original documents to make the Agreement cleaner. Finally, it does not include the City of Yale since it withdrew from the Authority. The second topic is the Cooperation Agreement. Since the Authority's creation in 1989, each entity's financial contribution has varied over time. County currently contributes \$20,000 annually to the Authority from Fund: 0011 - Rural Services. The original proposal set County's contribution at \$65,000 annually for fifteen (15) years, and then decreased the amount to \$35,000 in Fiscal Year (FY) 2035-2036. It is Benton's understanding the \$65,000 provided funding for the runway project as well as a ramp project and pavement maintenance. At some point between the last formal meeting and today, the Authority presented an alternative option to County. This option solely focuses on the runway project, so the County's contribution only will be \$55,700. It also adjusts the Cities' contributions. Lloyd indicated there was a great deal of back and forth discussion during the conference call; however, it primarily focused on the alternative option. Benton confirmed the County's most recent annual contributions were voluntarily and not pursuant to any agreement. He explained the purpose of the Cooperation Agreement is to prove the Authority has sufficient revenue to finance the bonds. Auditor explained County does not need the Cooperation Agreement to set a specific levy rate, like the Cities, because the County will continue to contribute its share from Fund: 0011. She confirmed the Fiscal Year 2019-2020 Guthrie County Budget, currently proposed by Supervisors, includes the \$55,700 contribution to Authority. At this time, Benton recommended Supervisors take public comments or questions and addresses any concerns regarding the Agreements. Motion by Grasty second by Kuster to open the Public Hearing on the Proposal for the Adoption of an Amended and Substituted Agreement for the Guthrie County Regional Airport Authority as well as the Adoption of a Cooperation Agreement Regarding the Guthrie County Regional Airport Authority at 9:26 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. Beverly Wild verified the amounts originally requested by Authority as well as the amount proposed in FY2020 County Budget. Grasty reiterated Supervisors only budgeted \$55,700 for the Airport. Dickson clarified said amount was included in the proposed Budget, but Supervisors have not adopted it or appropriated the funds. This means Supervisors have not made a final decision regarding the contribution amount. Wild pointed out the difference in the

two (2) options only is \$9,300. Plus, the alternative option only addresses the runway project. In Dickson's opinion, the County's contribution of \$55,700 should fund more than just the runway project. Wild verified the Authority still wants to do all three (3) projects. Dickson thinks Authority wants more money to operate the Airport too. Grasty expressed concerns about paying for the project before Authority completes it. Motion by Grasty second by Kuster to close the Public Hearing on Proposal for the Adoption of an Amended and Substituted Agreement for the Guthrie County Regional Airport Authority as well as the Adoption of a Cooperation Agreement Regarding the Guthrie County Regional Airport Authority at 10:23 a.m. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor withdrew Resolution 19-22: Resolution to Adopt An Amended and Substituted Agreement for the Guthrie County Regional Airport Authority. She explained there was a misunderstanding about the Amended and Substituted Agreement for the Guthrie County Regional Airport Authority being adopted as an ordinance and not a resolution. She will get the Ordinance ready and put the first reading on the Supervisors' Agenda for the next regular meeting on Thursday, 28 February 2019. Benton explained the creation of the Authority was done by ordinance, so therefore, the Amended and Substituted Agreement making changes to the original Agreements must be adopted by ordinance.

Auditor inquired about the proper method to adopt the Cooperation Agreement Regarding the Guthrie County Regional Airport Authority. According to Reinhart, the Cooperation Agreement may be adopted by Supervisors' normal process. Supervisors typically adopt agreements via a motion, so Auditor withdrew Resolution 19-23: Resolution to Adopt Cooperation Agreement Regarding the Guthrie County Regional Airport Authority. Motion by Grasty to adopt the Cooperation Agreement Regarding the Guthrie County Regional Airport Authority. Dickson clarified the intention was to adopt the Cooperation Agreement as presented with no revisions. Kuster asked for a clarification of the motion and Cooperation Agreement. Benton advised the Cooperation Agreement sets the contribution amount in Paragraph Three (3) Allocation of Financial Support. In particular, the County shall contribute to the Authority no less than \$55,700, annually, through FY2035 and no less than \$27,220, annually, through FY2058 commencing FY2020. Benton went through the terms. He pointed out Supervisors are committing to a defined contribution for a specified number of years. Carney verified County is bound to the Cooperation Agreement from FY2036 to FY2058. Carney commented he does not like it because the Cooperation Agreement commits the County to a course of action past FY2036, and in his opinion, when it comes to the future costs, the entities just are throwing darts at the wall. He would adopt the Cooperation Agreement, if the entities remove that provision. Dickson verified any amendments to the Cooperation Agreement must be done by written consent of all parties. Motion by Grasty second by Kuster to adopt the Cooperation Agreement Regarding the Guthrie County Regional Airport Authority. Motion carried on a vote: Ayes: 3 (Grasty, Lloyd and Kuster) Nays: 2 (Carney and Dickson).

Jotham Arber, Guthrie County Transfer Station Executive Director, and Brandon Thompson, Guthrie County Facilities Manager, joined the meeting and presented Resolution 19-24: Resolution Approving the Financing of a Skid Loader for Guthrie County Transfer Station. Said Resolution states the Guthrie County Board of Supervisors agrees to execute all the necessary loan documentation to finance the purchase of the Skid Loader for the Guthrie County Transfer Station in accordance with the terms set forth in this Resolution. Furthermore, said documentation must be reviewed by the Guthrie County Attorney's Office prior to its final execution by the Guthrie County Board of Supervisors. Finally, the Guthrie County Board of Supervisors authorizes said process to commence upon approval of this Resolution. The Resolution set forth the details. In particular, the Guthrie County Transfer Station wants to purchase a JCB 3TS-8T Skid Loader. The Rolling Hills Bank & Trust of Casey, Iowa is willing to finance the purchase. The loan amount will be \$79,800, and the terms of the loan are three point ninety-five percent (3.95%) interest for sixty (60) months. The Guthrie County Board of Supervisors is the authorized entity to enter into this financing agreement as evidenced by the signature of the Chair, Jack E. Lloyd. Arber advised Rolling Hills Bank requested separate Resolutions for the skid loader and trucks. Motion by Grasty second by Lloyd to approve Resolution 19-24: Resolution Approving the Financing of a Skid Loader for Guthrie County Transfer Station. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Arber and Thompson presented Resolution 19-25: Resolution Approving the Financing of Trucks for Guthrie County Transfer Station. Said Resolution states the Guthrie County Board of Supervisors agrees to execute all the necessary loan documentation to finance the purchase of the 2011 Mack CXU613 Day Cab Truck as well as a 2012 Mack CXU613 Day Cab Truck for the Guthrie County Transfer Station in accordance with the terms set forth in this Resolution. Furthermore, said documentation must be reviewed by the Guthrie County Attorney's Office prior to its

final execution by the Guthrie County Board of Supervisors. Finally, the Guthrie County Board of Supervisors authorizes said process to commence upon approval of this Resolution. The Resolution set forth the details. In particular, the Guthrie County Transfer Station wants to purchase a 2011 Mack CXU613 Day Cab Truck as well as a 2012 Mack CXU613 Day Cab Truck. The Rolling Hills Bank & Trust of Casey, Iowa is willing to finance the purchase. The loan amount will be \$77,500, and the terms of the loan are three point ninety-five percent (3.95%) interest for sixty (60) months. The Guthrie County Board of Supervisors is the authorized entity to enter into this financing agreement as evidenced by the signature of the Chair, Jack E. Lloyd. Arber, Thompson, Grasty and Richard Stone, Equipment Operator, Guthrie County Transfer Station (TS), looked at the trucks on Friday, 22 February 2019. The trucks have 300,000 to 400,000 miles. Arber and Thompson called the remaining Supervisors and notified them of the commitment to purchase these trucks from Ruan Truck Sales. The trucks will have new tires and a two (2) year warranty. At the stated price, the purchase is well under the amount Arber budgeted for the project. He proposes Supervisors finance the trucks just like the skid loader. Arber spoke with Rolling Hills Bank, and it is willing to finance the trucks for the same terms as the skid loader. The 2012 Truck will cost \$39,250 and the 2011 Truck will be \$38,250. Both trucks have a ten (10) speed manual transmission. The current driver recommended a manual transmission for better control in certain places. Motion by Grasty second by Dickson to approve Resolution 19-25: Resolution Approving the Financing of Trucks for Guthrie County Transfer Station. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Arber provided a TS update. He is soliciting applications for drivers. He will start interviews next week; however, he does not plan to fill the position until after 1 July 2019. He will conduct interviews over the next couple of weeks. Arber notified Koster Grain, Inc. that TS is not renewing the hauling contract. At this point, he has not received a response from Koster. He also notified Koster that TS will not require any services after 1 July 2019. Dickson verified the County must provide Koster a written notification too. Arber advise he sent written documentation to Koster regarding the conditions of the termination. The application for drivers is available on the Guthrie County Public Health website. Currently, Arber received nine (9) responses. He may run the advertisement in the local newspapers again.

Auditor presented the Acceptance of Guthrie County Human Resources Director Position. Pam Lane submitted the Acceptance. She will begin work on 21 March 2019. The starting salary will be \$72,500 annually. Motion by Grasty second by Kuster to approve Pam Lane's Acceptance of Guthrie County Human Resources Director Position. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson briefed Supervisors on the Iowa Governmental Health Care Plan (IGHCP) annual meeting. There was an education session on Thursday, 21 February 2019. It talked about the rising cost of prescription medication. In addition, it focused on which medications doctors should and should not prescribe for patients. Wellmark is confident it has a program which will propose an alternate medication when a doctor prescribes a brand name medicine since Wellmark may not pay for the brand name drug. Wellmark is setting up a dedicated customer support line for IGHCP members. New insurance cards will be issued with the new phone numbers. Members should always call IGHCP first before calling Wellmark. The Group approved the renewal with Wellmark at the meeting. The IGHCP Advisory Committee sought Requests for Proposal (RFPs) from three (3) other insurance companies, but there was no response prior to the meeting. Therefore, the Advisory Committee did not return a recommendation yet. If an RFP is drastically lower, IGHCP will call an emergency meeting, so the Group can decide if it wants to switch to another company. Denise Ballard, Consultant, IGHCP, does not think the other companies will meet the rates or match the coverage. Dickson advised budgeting a seven percent (7%) increase in the insurance premium is sufficient for FY2020.

Motion by Grasty second by Carney to approve the Claims from 13 February 2019 – 26 February 2019 in the amount of \$95,805.02. Motion carried on a vote: Ayes: 5 Nays: 0.

Evan Subbert, Engineering Technician, Guthrie County Secondary Roads Department (SRD), joined the meeting and opened the bids for Project L-SC-116T - - 73-39. It will replace the South Cass 116 pony truss bridge with a slab

bridge. There were two (2) bids. The first bid is from Murphy Heavy Contracting in the amount of \$479,829.55 and included an appropriate bid bond. The second bid is from Graves Construction Company in the amount of \$472,468.18 and included an appropriate bid bond. The estimated project cost was \$410,000; however, the estimate was done at the end of 2017. Subbert is not surprised the bids are higher since the plans were ready for a year. Lloyd commented he did not realize this was a ninety foot (90') bridge. Carney verified the project would be funded by Tax Increment Financing (TIF). Subbert will review the bids. The projected late start date is 1 August 2019 with sixty-five (65) working days. Grasty inquired if Graves has done other projects for the County. Carney verified Graves is from Spencer, IA. Supervisors inquired about the Monteith Road Project bids. Subbert stated there was a \$5,000 difference between the two (2) bids. Norris Asphalt Paving Company was apparently the low bidder. Carney confirmed the Iowa Department of Transportation (IDOT) is handling the Monteith bid process. Subbert replied SRD will receive the documents from IDOT to award the contract. Grasty commented it was hard to believe the project will include concrete and overlay for the cost. Subbert stated the bids were about right on the estimate.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 27 January 2019 – 9 February 2019 as well as the County and Assessor Payroll Reports for 2 February 2019 – 15 February 2019.

There being no further business to come before the Board at this time, the Board adjourned at 12:15 p.m. until its regularly scheduled meeting on Thursday, 28 February 2019. Motion by Kuster second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

28 February 2019

The Guthrie County Board of Supervisors met this 28th day of February, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson Everett Grasty, Jack Lloyd, and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 28 February 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to provide a Secondary Roads Department (SRD) update. He discussed the blizzard. Sebern advised the Iowa Department of Transportation (IDOT) received the Monteith Road Project bids last week. The bids are approximately \$3,200,000 which is close to the estimate. The next step is the contract. Sebern will have more details when he obtains the contract. Sebern notified Supervisors of an issue with the bid opening for Project L-SC-116T - - 73-39. SRD was expecting three (3) bids but only opened two (2) bids during the last regular meeting on Tuesday, 28 February 2019. The third contractor called the next morning. Sebern determined the bid was submitted by the contractor, but it was not included in the bid opening. The bid is time stamped and sealed, so it is a legitimate bid. Sebern is working through the issue with the assistance of the Guthrie County Attorney and IDOT. Murphy Heavy Contracting continues to work on repairs. The work in Victory Township is complete, so Murphy moved to Bear Grove Township. Murphy will start the Cass 234 Bridge Project soon. It is the bridge replacement project over Bays Branch Creek. Lloyd inquired about the box culverts at Kastner's. Sebern replied all the dirt work is not complete, but it is close. Since some of the dirt settled, it needs to be reshaped before the final inspection. After the final inspection, SRD will re-rock the road. The Supervisors thanked SRD for all the hard work.

Auditor conducted the First Reading of Ordinance No. 35 – An Ordinance to Adopt the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority. The public did not object to the Auditor foregoing the actual reading of Ordinance No. 35. Motion by Grasty second by Lloyd to accept the First Reading of Ordinance No. 35. There was discussion on the Motion. Dickson stated Supervisors already adopted the Cooperation Agreement Regarding the Guthrie County Regional Airport Authority. It gives the Authority \$55,700 annually with absolutely no strings attached to the contribution. Marshall Burgess, President, Guthrie County Regional Airport Authority Board, objected to Dickson’s statement. In Burgess’ opinion, there are strings attached which require the Authority to eliminate the debt. Dickson does not think the Cooperation Agreement places any stipulations on how the Authority spends the funds. Burgess stressed the Authority only will spend the funds appropriately. Dickson retorted Burgess will not be the President of the Authority forever. In Grasty’s opinion, there is a difference because Authority is receiving money for a specific purpose and will use it for the intended purpose. Burgess thinks it is set forth in the grant contract. After all, the Authority will not accept the grant and not repay it. He explained each time the Authority receives an invoice from the contractor or engineer, the grant will reimburse the Authority for all but ten percent (10%) of the expense. Burgess questioned why Dickson thinks the Authority requested the funds, if it is not going to use same for the intended purpose. Dickson stressed he just is looking after the County’s liability. Burgess pointed out there are other entities in the Cooperation Agreement too. He assured Supervisors that County can review the Authority’s budget each year. In Burgess’ opinion, Dickson is arguing simply because he does not want the Airport. Dickson disagreed with Burgess. In Dickson’s opinion, the County was lied to about the Agreements and the projects. Burgess disagreed with him. Dickson stated he reviewed the numbers, and in his opinion, the Authority still will have enough funds to replace the apron under the current Cooperation Agreement. Grasty countered it only is possible if the Authority uses its operating funds. Carney and Dickson think the Authority still will have operating money remaining, even after the Authority replaces the apron. In Dickson’s opinion, language needs to be added to this Ordinance which mandates the County’s contribution must be used to pay for the bonds first. Burgess stated the parties will have to consider it. Dickson insisted the Ordinance must be legal for the County. Burgess replied the Authority coordinated with the bonding attorney to ensure it is legal. In Burgess’ opinion, it is ridiculous Dickson thinks the Authority will use the funds for something other than the intended purpose. The Authority retained an engineer, bond attorney as well as other professionals in order to borrow the money. It is not a good reason to fight the Ordinance just because Dickson does not want the Airport. Burgess pointed out Dickson voted against the Airport. Dickson responded he did not vote against the Cooperation Agreement because he did not want the Airport. He just is looking out for the County’s interests. In Dickson’s opinion, just because an attorney reviewed the documents, it does not mean the documents are correct. Dennis Kunkle, Mayor of Guthrie Center, questioned the reason for an attorney. Dickson replied the attorney verifies the language is correct. He reiterated there is no restraint on the use of the funds in the Cooperation Agreement. Grasty verified Tim Benton, Assistant Guthrie County Attorney, reviewed the Ordinance. He also pointed out the Supervisors already adopted the Cooperation Agreement. Burgess commented Supervisors are dealing with the Ordinance today. Auditor clarified the second and third reading of the Ordinance will be scheduled for the next regular meeting on Tuesday, 5 March 2019. Therefore, the Ordinance will not be adopted today. Kunkle verified the Guthrie City Council did not waive the second and third reading of its ordinance, so the Council may not approve the ordinance until the next regular City Council Meeting. Carney inquired about the implications if Authority does not receive the grant. Burgess replied the grant already is set. Grasty stated the entities will need to meet, if the Authority loses the grant. Kuster verified the entities still are obligated to contribute the funds to the Authority, even if there is no grant. In Burgess’ opinion, everyone is accusing the Authority of being a bunch of crooks. Grasty restated the motion to accept the First Reading of Ordinance No. 35 and called for a vote. Motion carried on a vote: Ayes: 3 (Grasty, Lloyd and Kuster) Nays: 2 (Carney, Dickson).

Supervisors reviewed the Guthrie County Zoning Permits Reports for January 2019 and February 2019.

Supervisors reviewed the Liquor License Application (BC0029170) submitted by Coulter Panorama Marine, Panora, Iowa. The application is for a Class “C” Beer Permit during a twelve (12) month period effective 1 May 2019. It includes Sunday Sales Privileges. Motion by Grasty second by Kuster to approve the Liquor License Application (BC0029170) submitted by Coulter Panorama Marine, Panora, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

There was no discussion about any county projects.

Sheriff Marty Arganbright, Guthrie County Sheriff, along with Sid Samuels, President, and Holly Birkey, Business Development Manager, the Samuels Group Inc, joined the meeting to discuss Pre-Bond Construction Management Services. Brandon Thompson, Guthrie County Facilities Manager, and Chief Deputy Jeremy Bennett, also were present for the discussion. In short, Samuels Group will act as the County's representative from this point forward. It will partner with all the parties to provide oversight and coordinated the process. The cost for the initial phase is \$5,000, and Samuels Group can start immediately. If the County opts for a bond referendum, Samuels Group will serve as a second set of eyes to review the documents and crunch the numbers. At this time, the Samuels Group can provide services up to the bond referendum. If Supervisors opt to stop the process, the Samuels Group will validate the process to that point. If Supervisors decided to proceed at a later date, the Samuels Group will jump back in and continue the process. In the event of a bond referendum, the Samuels Group will guide the County through the process to educate and inform the public. The first step is providing information to Supervisors, so they can make an educated decision and ensure the process is headed in the right direction. Birkey advised the Samuels Group will attend all meetings. In addition, the Samuels Group will set down with Shive Hattery Architecture & Engineering to go through the numbers, so there is a consensus regarding the assumptions and a uniform voice. The County will receive the designs from Shive and the cost estimates from both Shive as well as the Samuels Group. This will enable the Supervisors to make a decision about whether to move forward or not. If not, the Samuels Group just needs to recover the cost for the estimators. If the Supervisors opt to move forward, the Samuels Group will help put together budgets. There is a vast range of service costs from \$5,000 - \$30,000 because it depends on the resources within the County. Supervisors will receive all the factual data before they decide if a bond referendum is the right option. There should not be a bond referendum, if it does not make sense for the County. Supervisors will get the information in combination with Shive doing the designs. Lloyd asked Sheriff for his opinion. Sheriff replied he never built a jail and was advised by other Sheriffs to retain this type of company. Dickson commented he suggested Supervisors retain this type of company two (2) months ago but was told he was nuts. Samuels reiterated County only will pay \$5,000, at this point, for the small piece. He pointed out Worth County stopped the process after it reviewed the information. Carney inquired about the next step. Samuels advised he already toured the facility. The estimator will tour it again to understand the infrastructure. The Samuels Group also will review the preliminary program as well as the estimated cost per square feet. In addition, it will delve into the details when it gets the floor plan. The first step is the Samuels Group getting its hands around what happened to this point. Dickson stated he wanted another opinion, and this covers it. He supports retaining the Group for \$5,000. Grasty wants to get on the right track and move forward. In Dickson's opinion, Supervisors can find the funds if there are not enough resources in the Sheriff's FY2019 Budget. Thompson advised there may be funds in the FY2019 Facilities Management Budget. Supervisors directed Auditor to submit the Samuels Group Agreement to Guthrie County Attorney's Office. Carney asked Samuels why Supervisors should hire his company. Sheriff replied the Group did a good job for Dallas County. In addition, it was the only group which made contact with Sheriff. Samuels assumes there are other groups; however, in his opinion, these groups do not have the depth of experience. Grasty wants a group which knows and understands jails.

Sheriff did not provide an update.

Lloyd left the meeting at 11:07 a.m.

Motion by Kuster second by Grasty to approve the Minutes from 19 February 2019 and 21 February 2019 as presented. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:22 a.m. until its regularly scheduled meeting on Tuesday, 5 March 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

5 March 2019

The Guthrie County Board of Supervisors met this 5th day of March, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 5 March 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, and Evan Subbert, Engineering Technician, Guthrie County Secondary Roads Department (SRD), joined the meeting to open the third bid for the Project L-SC-116T - - 73-39. The bid is from Cunnigham-Reis, LLC in the amount of \$422,405.50. It included an appropriate bid bond. The first two bids were from Murphy Heavy Contracting in the amount of \$479,829.55 and Graves Construction Company in the amount of \$472,468.18. Sebern will review all the documents to ensure the bids meet the specifications and the numbers are correct.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for Austin Willms (End of Probationary Period). Sebern advised Willms successfully completed the probationary period. Carney confirmed Willms drives a plow truck now, otherwise he is a laborer. Motion by Carney second by Kuster to approve the Payroll Change Notice for Austin Willms (End of Probationary Period) authorizing a pay increase from \$17.96 per hour to \$18.96 per hour effective 25 March 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a Secondary Roads Department (SRD) update.

Auditor showed Supervisors the Fiscal Year 2019-2020 Guthrie County Budget Packet of Information which she will present at the Public Hearing. It includes a chart of the Tax Authority History for Guthrie County. This chart shows the portion of the county property taxes accredited to each tax authority within Guthrie County for Fiscal Year 2017-2018 (FY2018). She also explained the change in the Iowa Municipal Works Compensation Association (IMWCA) premium. The Mod Factor is will be less, so the rates should decrease. Currently, the rates are high due to past accidents still in subrogation.

At this time, the Supervisors moved to the Public Meeting Room to hold the Public Hearing for the Fiscal Year 2019-2020 Guthrie County Budget. Motion by Grasty second by Kuster to open the Public Hearing for the Fiscal Year 2019-2020 Guthrie County Budget at 10:00 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. Auditor began by explaining the Tax Authority History for Guthrie County chart included in the Packet. It shows the portion of the county property taxes accredited to each tax authority within Guthrie County for FY2018. Auditor provided a synopsis of the valuation figures which will impact the FY2020 Budget. At this time, Auditor went through the proposed tax levies for each budget fund as set forth on the Adoption of Budget and Certification of Taxes page in the FY2020 Budget. At this point, Auditor explained the supplemental notice, at the beginning of the Notice of Public Hearing, which sets forth the reasons why the Supervisors opted to exceed the three dollar and fifty cents (\$3.50) cap in Fund: 0001 - General Basic. She explained Iowa Code Section 331.426 allows Supervisors to exceed the cap. She specifically listed the reasons cited in the notice: 1) Unusual problems relating to major new funds required under state law; 2) Unusual staffing problems; and 3) Unusual need for additional moneys to permit continuance of a program which provides substantial benefit to county residents. In particular, Supervisors created a new Guthrie County Human Resources Department to assist with personnel matters. They expanded the Guthrie County Facilities Management Department because the repair and maintenance of buildings has been overlooked for years. Auditor advised the Guthrie County Public Health Department is experiencing a lack of revenue due to the difficulties with receiving payments from the Managed Care Organizations (MCO's) as well as Medicare and Medicaid. Auditor spoke about the need for a new Guthrie County Jail as well as the additional costs incurred by the Guthrie County Sheriff's Department due to the high inmate count. She commented on the need to upgrade the Guthrie County Attorney's

Office to a paperless system. Moreover, there has been an overall cost increase for Information Technology (IT) services. Auditor stated there were several projects undertaken by various departments which Supervisors did not anticipate during prior budgeting cycles. These include the Jail Needs Assessment and the Guthrie County Recorder's Eagle Conversion project. Finally, the overall cost of county services is much higher than in the past. Auditor explained Supervisors decided to raise the Fund: 0002 - General Supplemental levy rate due to the increased cost of the health insurance premium. The Iowa Governmental Health Care Plan (IGHCP) raised the premium by eight percent (8%). Furthermore, Supervisors opted to shift the Federal Insurance Contributions Act tax (FICA) and the Iowa Public Employees Retirement (IPERs) to Fund 0002 in order to make more resources available in Fund 0001. Auditor advised there was a significant increase in the Fund: 0011 - Rural Services levy due to the Cooperation Agreement Regarding the Guthrie County Regional Airport Authority as well as the purchase of equipment to enable the Guthrie County Transfer Station to haul solid waste to the Carroll County Landfill in lieu of contracting for the service. Fund: 0020 - Secondary Road increased due to a major gravel purchase as well as the purchase of new equipment and projects. Finally, all the funds, with the exception of Fund 0020, necessitated an increase in the levy rate to start the process of restoring the reserves to a healthy status. Auditor went through each Service Area in the FY2020 Budget and answered any questions posed by the public. Since there were no further questions or discussion concerning the Fiscal Year 2019-2020 Guthrie County Budget, motion by Grasty second by Lloyd to close the Public Hearing for Fiscal Year 2019-2020 Guthrie County Budget at 10:35 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Kuster second by Grasty to accept the Fiscal Year 2019-2020 Guthrie County Budget. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd, and Kuster) Nays: 1 (Dickson).

Supervisors reviewed Resolution 19-22: Approve Resolution for the Adoption and Certification of Taxes for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020 per Iowa Code 331.434(5). Said Resolution hereby adopts by resolution on 5 March 2019 the attached Adoption of Budget and Certification of Taxes for the Fiscal Year beginning 1 July 2019 and ending 30 June 2020. In particular, Iowa Code Section 331.434(5) specifies the Guthrie County Board of Supervisors shall adopt by resolution a Fiscal Year 2019-2020 Budget as well as Certification of Taxes after a Budget Hearing. The Guthrie County Board of Supervisors has met the publication requirements set forth in Iowa Code Section 331.434(3) through publication in the Guthrie County Times Vedette on 21 February 2019 and The News Gazette on 21 February 2019. The Guthrie County Board of Supervisors has met the Budget Hearing requirement prescribed in Iowa Code Sections 331.434(3) and 331.434(4) through the Public Hearing held on 5 March 2019 at 10:00 a.m. Motion by Grasty second by Lloyd to approve Resolution 19-22: Approve Resolution for the Adoption and Certification of Taxes for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020 per Iowa Code 331.434(5). Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 1 (Dickson).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Supervisors also reviewed Resolution 19-23: Approve Appropriations Resolution for Fiscal Year 2019-2020. Motion by Kuster second by Grasty to approve Resolution 19-23: Appropriations Resolution for Fiscal Year 2019-2020. There was discussion on the Motion. Carney and Dickson do not want to appropriate one hundred percent (100%) of the budget to each Department starting 1 July 2019. Motion failed on a roll call vote: Ayes: 2 (Grasty and Kuster) Nays: 3 (Carney, Dickson, Lloyd). Dickson wants to appropriate only fifty percent (50%) on 1 July 2019. Steve Brannen inquired why Supervisors do not want to appropriate the FY2020 Budget now. Motion by Lloyd second by Carney to table Resolution 19-23: Approve Appropriations Resolution for Fiscal Year 2019-2020 until the next the regular meeting on Thursday, 7 March 2019. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd, and Kuster) Nays: 1 (Dickson).

Supervisors reviewed the Amendment to the Shive Hattery Architecture & Engineering Professional Services Agreement. This Amendment governs Phase Two (2) of the Jail Needs Assessment. Tim Benton, Assistant County Attorney, was present for the discussion. He reviewed the Amendment and stated there is nothing remarkable about it. He reviewed the file to refresh his memory regarding the reason for separate agreements. The current proposal is an amendment to the original agreement and not a separate agreement. Supervisors must decide if they want to adopt the Amendment or insist Shive draft a separate agreement. Motion by Grasty second by Carney to approve the Amendment to the Shive Hattery Architecture & Engineering Professional Services Agreement governing Phase Two (2) of the Jail Needs Assessment. Motion carried on a vote: Ayes: 5 Nays: 0.

There was no discussion about pending county projects.

Brenna Bird, Guthrie County Attorney, joined the meeting to provide a Guthrie County Attorney's Office Update. All in all, things are going well. She has some trials in the near future. Bird noticed there are a great deal of drug charges in Guthrie County. Primarily, the charges are possession and/or distribution of marijuana as well as methamphetamine. Bird advised her office continues to work on utilizing more electronic resources. She also has a goal to develop a County Attorney Collection Program. It will generate revenue over time, but it will take a couple of years. Furthermore, it will help defendants become current with restitution and other court related financial obligations. The Program allows a defendant to make payments and take responsibility.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting and presented the Jim Hawk Truck Trailers Inc Sales Order and Security Agreement. This is not a loan. It just authorizes Jim Hawk to order the trailers. The Transfer Station will pay for the trailers in July 2019. There was a brief discussion regarding the July payment. Arber advised Supervisors need to approve and sign the Agreement in order for Jim Hawk to order the trailers. He assured Supervisors it is not a contract. Motion by Dickson second by Carney to approve and sign the Jim Hawk Truck Trailers Inc Sales Order and Security Agreement. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber presented the Rolling Hills Bank & Trust Financial Documents. Tim Benton, Assistant Guthrie County Attorney, was present for the discussion. Arber admitted he is guilty of not allowing Benton much time to review the documents, and he apologized for it. The loans will finance the skid loader as well as two (2) trucks. There will be a separate loan agreement for the skid loader and the trucks. Both loans will have an interest rate of three-point nine five percent (3.95%) as well as a term of sixty (60) months. Benton expressed concerns about the process. He explained there are provisions in the Iowa Code regarding the methods by which a county may borrow money to purchase personal property. Before Supervisors enter into the loans, they must follow the process set forth in the Code. The procedure depends on the type of debt incurred by the County. In addition, Iowa Code Chapter 74A governs the provisions regarding interest. If Supervisors anticipate paying the loan through the debt service levy, Supervisors must follow the same process for issuing general obligation bonds. In Benton's opinion, the Agenda item concerning this discussion did not give sufficient notice to apprise the public of Supervisors' intention to incur a debt. Benton advised a public notice should be published whenever Supervisors are indebting the County. He recommended Supervisors take no action today because Auditor must publish notice. Supervisors directed Auditor to include an item on the Agenda for the next regular meeting on Thursday, 7 March 2019 to schedule a public hearing for the regular meeting on Tuesday, 26 March 2019. Bird pointed out the interest on the loan is what triggers the need for a public hearing. Iowa Code 331.402(3) governs it. Bird explained processes may change as her office researches issues because multiple statutes impact situations. Kuster verified Supervisors simply need to hold a public hearing, so the public has a chance to comment on the debt obligation.

Supervisors discussed the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority. Benton verified this is not the Second Reading of Ordinance No. 35 – An Ordinance to Adopt the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority as well as a subsequent public hearing. Benton also confirmed the Supervisors approved the Cooperation Agreement Regarding the Guthrie County Regional Airport Authority. Benton explained Ordinance No. 35 amends the existing ordinances which created the Authority. It is his understanding questions arose after Supervisors completed the First Reading. He will try to answer any questions. Dickson inquired why the entities amended the original agreement. Benton advised the entities did not change any essential language in the original agreement. The changes simply set out the powers of the Authority as well as the duties and responsibilities of the parties. According to Eric Reinhart, attorney for the Authority, some of the original verbiage is no longer necessary due to changes in the Iowa Code Chapter governing the Authority. Presently, the verbiage is not applicable. The new Agreement is cleaner, but it does not impact any actions taken in 1989. Reinhart's intent was to clean up the document. Dickson verified if Supervisors do not adopt the new Ordinance, it will revert back to the original ordinances. Benton stated the original ordinances are perfectly legal and nothing changes the fundamental creation of the Authority. Carney asked if the old agreement will ever become null and void. Benton stated it will exist as long as the parties want it. There are procedures in the Iowa Code to withdraw from the Authority. It involves giving notice, passing a resolution, and holding a public hearing. There is no sunset clause. The old agreement just exists until the parties involved change or terminate it. Dickson inquired about how the

Amended and Substituted Agreement goes along with the Cooperation Agreement. He expressed concerns about the lack of verbiage which prevents the Authority from bonding without the consent of all three (3) entities. Benton is unsure about Dickson's concern. The original ordinances which created the Authority give it bonding powers pursuant to Iowa Code Chapter 330A. Benton assumes it is legally possible to propose such language, depending on how it is written, with the consent on all three (3) entities. There must be a consensus of the entities. Chapter 330A specifically grants the power to bond, so Benton is unsure if the entities can create a provision directly contradicting the statute. Grasty commented the Authority must have the entities' support, in the form of revenue, in order to bond for a debt. In Benton's opinion, this is the reason for the Cooperation Agreement. The Authority approached the entities because it needed to bond and the present revenue is inadequate to cover the payments. The Authority asked the entities to appropriate more funds to help secure the bonds. The terms of the Federal Aviation Administration (FAA) Grant require the bonds. Dickson asked if there is any provision in the Cooperation Agreement which mandates the debt is paid down first. Benton replied the Cooperation Agreement does not require it. In Benton's opinion, Jay Pudenz, Aviation Project Manager, McClure Engineering Company, made it clear the appropriation includes funds for both the debt service and operations. Dickson verified there is nothing requiring the entire \$55,700 be applied to the debt. Benton pointed out the purpose of the recitals is to specify the Authority must have a repayment plan in order to secure the debt. The entities agreed to allocate resources for the debt. The Agreement specifically does not state it; however, the debt is the principal reason why the Authority came to the entities. Carney asked Benton to clarify his point. Benton explained the Authority approached the entities because it wanted to incur debt and the regular revenue was insufficient to cover it. Dickson verified the purpose of the Cooperation Agreement is the Authority needs revenue for the debt; however, the Agreement does not require the Authority to pay down the debt. Benton reiterated the purpose of the Cooperation Agreement is to fund the debt. Dickson questioned if the County's \$55,700 contribution only applies to the debt repayment. Benton reiterated it is to finance the specified grant obligation. The grant is necessary for the Authority to replace the runway and make improvements to keep the airport usable. It is necessary to procure the debt, so the Authority must have a repayment plan. It basically is a funding commitment. The entities are appropriating funds for the purpose of repaying the debt. William Darrow, Authority Board Member, inquired if the Authority is misappropriating funds, if it does not use the funds to pay down the debts. Lance Levis, Authority Board Member and Treasurer, advised the FAA will audit the Authority each time it draws on the grant. Furthermore, the Authority agrees to provide the entities a financial statement every six (6) months. Benton verified if it was okay to engage the public with comments. He clarified Supervisors do not have to take comments from the public during a public meeting. The meeting just has to be open to the public. Darrow agreed to report every six (6) months via the Authority Meeting Minutes. Benton inquired if Darrow is willing to commit to this reporting in a separate agreement or in the Ordinance. Darrow is willing to propose this change to the Authority. Levis confirmed the finances are public record, so all the entities as well as the public will have access to the information. Benton confirmed the finances and meeting minutes are a public record. He discussed the process to inspect these records. Levis is more than willing to provide any requested reports. Benton advised the entities will need to undertake a new approval process, if the entities change the proposed Ordinance. Lisa Grossman, City Administrator for the City of Panora, prefers Supervisors approve the Agreement as written because it is a big deal to change it. Grasty asked if it may be changed later. In Benton's opinion, the entities can negotiate a 28E Agreement between the Authority and County, if the Authority is willing to do it. Kuster verified this will not impact the current agreement, and Supervisor can move forward with it. Benton verified Supervisors approved the Cooperation Agreement and accepted the First Reading of the Ordinance. Grasty confirmed County still must operate under the original ordinances, even though the parties agreed to a new contribution amount in the Cooperation Agreement, if Supervisors do not pass Ordinance No. 35. Grossman pointed out the new Agreement adds a seat for the County, cleans up the verbiage and includes the audit requirement. Benton concurred the Agreement gives the County a third appointment to the Authority Board plus there is an audit obligation. Dickson does not understand why the entities are in such a hurry to approve the Agreement. He thought it was sufficient when the County budgeted to support the Grant. Carney inquired about the process for a 28E Agreement. Benton explained the Supervisors need to determine the proposal and present it to the Authority. Then, the parties must negotiate the final agreement. Kuster verified not all three (3) entities will have to approve the 28E Agreement. The assumption is all the entities will want to know about a 28E Agreement. Laura Wolfe, City Administrator for the City of Guthrie Center, asked if it is sufficient for the Authority to pass a resolution. Benton stated that is a decision for the Authority and the Supervisors. Levis advised the Authority has paid \$31,944 to McClure. In turn, the Authority will receive a ninety percent (90%) reimbursement from the FAA which should be \$28,749. The Authority already received \$93,367. Carney inquired if the Authority is earning interest on the money already in its possession. Levis explained the money was in an account with less than a one percent (1%) return;

however, Guthrie County State Bank no longer offers this type of account. The new account took effect with the bank statement and check deposited on 4 October 2019. Since Levis assumed the Treasurer duties, all the checks are approved with double signatures. Furthermore, the Authority holds regular meetings and posts notices of said meetings. Kuster verified the meetings are at the Airport. Levis stated the Authority posts notices at the Guthrie Center and Panora City Halls, Guthrie County Courthouse as well as the Airport. The Authority meets the fourth (4th) Wednesday of each month. The time varies, so Levis recommends people check the notices. He confirmed the notice must be posted at least twenty-four hours (24 hrs) before the meeting. The Authority usually tries to post the notices two (2) or three (3) days ahead of time. Matt Pearey, Authority Board Member, stated Guthrie County State Bank changed the account for all customers. In his opinion, the Authority may be eligible for a new interest bearing account. Motion by Grasty second by Kuster to include the Second Reading and the Third Reading of Ordinance No. 35 along with a possible waiver of the Third Reading and final approval of the Ordinance on the Agenda for the next regular meeting on Thursday, 7 March 2019 at 9:00 a.m. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd, Kuster) Nays: 1 (Dickson).

Lloyd and Kuster briefed Supervisors about the magnesium issue impacting the City of Bagley's water supply. Currently, residents cannot drink the water until the Water Processing Plant is able to remove the magnesium satisfactorily.

Dickson left the meeting at 12:25 p.m.

Motion by Grasty second by Lloyd to table the Minutes from 26 February 2019 and 28 February 2019 to the regular meeting on Thursday, 7 March 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:28 p.m. until its regularly scheduled meeting on Thursday, 7 March 2019. Motion by Carney second by Kuster. Motion carried on a vote: Ayes: 4 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

7 March 2019

The Guthrie County Board of Supervisors met this 7th day of March, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jerome "J.D." Kuster, and Jack Lloyd. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Kuster second by Grasty to approve the Agenda for 7 March 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor conducted the Second Reading of Ordinance No. 35 – An Ordinance to Adopt the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority. No changes were made to the Ordinance since the First Reading. Once again, the Ordinance was not read aloud with the consent of the public present at the Reading. Motion by Grasty second by Kuster to accept the Second Reading of Ordinance No. 35– An Ordinance to Adopt the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority. Motion carried on a vote: Ayes: 3 (Grasty, Lloyd and Kuster) Nays: 1 (Carney) Absent: 1 (Dickson). Motion by Grasty second by Kuster to waive the Third Reading of Ordinance No. 35 – An Ordinance to Adopt the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority. Motion carried on a vote: Ayes: 4 Nays: 0

Absent: 1 (Dickson). Motion by Grasty second by Lloyd to adopt Ordinance No. 35 – An Ordinance to Adopt the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority. Motion carried on a roll call vote: Ayes: 3 (Grasty, Lloyd and Kuster) Nays: 1 (Carney) Absent: 1 (Dickson).

Supervisors directed Auditor to publish a separate summary of Ordinance No. 35 – An Ordinance to Adopt the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority in the official newspapers as permitted by the Iowa Code.

Jotham Arber, Guthrie County Transfer Station Executive Director, along with Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss the purchase of a skid loader and two (2) trucks. Auditor spoke with the State Auditor's Office about the proposed loans. She confirmed there is no way to procure the money without a public hearing. An interfund loan even requires a public hearing. Arber also talked to the State Auditor's Office. He concurred all the processes will require a public hearing regardless if Supervisors adopt a budget amendment, approve an interfund loan, or approve a loan from a financial institution. Arber advised Ruan Truck Sales requested a down payment of \$5,000 to hold the trucks. Arber stated there is money in the Fiscal Year 2018-2019 (FY2019) Transfer Station (TS) Budget to approve this claim. He also stated, more likely than not, TS will need a budget amendment to continue operating for the remainder of FY2019. Arber stated Rolling Hills Bank & Trust of Casey, Iowa could cut a check to the County, and the County, in turn, will pay the balance to Ruan. Motion by Carney second by Kuster to borrow one hundred percent (100%) of the proceeds for the trucks and make the \$5,000 down payment to Ruan Truck Sales to hold the trucks conditioned upon the \$5,000 being amended back into the Fiscal Year 2018-2019 Transfer Station Budget after receipt of the loan proceeds from Rolling Hills Bank & Trust. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 0 Absent: 1 (Dickson). Motion by Kuster second by Grasty to borrow one hundred (100%) of the proceeds for the skid loader and make a down payment, if necessary, so the seller will hold the skid loader. Motion carried on a vote: Ayes: 3 (Carney, Grasty and Kuster) Nays: 1 (Lloyd) Absent: 1 (Dickson). Motion by Grasty second by Kuster to approve a claim in the amount of \$5,000 to Ruan Truck Sales for the down payment on the trucks. Motion carried on a vote: Ayes: 3 (Carney, Grasty and Kuster) Nays: 1 (Lloyd) Absent: 1 (Dickson).

Supervisors reviewed two (2) claims associated with the skid loader submitted by Thompson. Auditor expressed concerns about the claims being paid from Fund: 0001 - General Basic when the Transfer Station is part of Fund: 0011 - Rural Services. In Thompson's opinion, the skid loader will be utilized by the Guthrie County Facilities Management Department as well as TS. The Departments will share it fifty/fifty (50/50). Motion by Grasty second by Carney to approve a claim in the amount of \$3,000 to Hawke & Co AG Systems Inc for a bucket and pallet forks as well as a claim in the amount of \$7,980 to Hawke & Co AG Systems Inc for the down payment on the skid loader. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Grasty to set the Public Hearing on the Proposed Financing for the Skid Loader and Trucks during the regular meeting on Tuesday, 26 March 2019 at 10:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 0 Absent: 1 (Dickson).

Supervisors discussed Resolution 19-23: Approve Appropriations Resolution for Fiscal Year 2019-2020. Auditor passed around an email from John Rutledge, General Manager, Lake Panorama Association and Director of Operations, LPN, LLC. Auditor mainly is concerned about Fund: 0011 due to the large upfront expenditures anticipated by TS. She is more comfortable knowing it will be less than \$250,000. Grasty recommended Supervisors appropriate one hundred percent (100%) for all Departments except those in Fund: 0011. He recommended Supervisors appropriate seventy-five percent (75%) for those Departments. Carney prefers just to appropriate one-third of the FY2020 Budget until after 1 October 2019, when the first half (1st ½) property taxes are paid, to ensure a Department does not do something stupid. Auditor explained the importance of not crossing fund lines. She also advised a Department cannot exceed a service area as well as the appropriation. Supervisors discussed the amount of taxes available to support Fund: 0011. Auditor pointed out there not only must be enough money budgeted and appropriated to make these payments. There must be sufficient resources in Fund: 0011 to cover the claims. Motion by Carney to set the Appropriations at fifty percent (50%) of the Fiscal Year 2019-2020 Guthrie County Budget. Motion died due to lack of second. Auditor verified Supervisors want her to reduce each line item by seventy-five

percent (75%) in Fund: 0011. Motion by Grasty second by Kuster to appropriate all funds at one hundred percent (100%) except Fund: 0011 - Rural Services and to appropriate Fund: 0011 - Rural Services at seventy-five percent (75%) of the Fiscal Year 2019-2020 Guthrie County Budget. Motion carried on a vote: Ayes: 3 (Grasty, Lloyd and Kuster) Nays: 1 (Carney) Absent: 1 (Dickson).

Supervisors discussed Laverne Tibben's request to no longer be a Stuart Township Trustee. Motion by Grasty second by Carney to appoint John Wilson to replace Laverne Tibben as Stuart Township Trustees for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the completed Guthrie County Cost Allocation Plan for Fiscal Year 2017-2018 prepared by Cost Advisory Services, Inc. The total reimbursement for the indirect costs Guthrie County incurs for the social services administration of the local Department of Human Services (DHS) office will be approximately \$39,856. Supervisors also reviewed the Certificate of Cost Allocation Plan. Said document certifies to the best of the County's knowledge the cost allocation plan is correct and prepared in accordance with the federal cost principles contained in 2 Code of Federal Regulations (CFR) Part 200. Motion by Kuster second by Grasty to sign the Certificate of Cost Allocation Plan for Fiscal Year 2017-2018. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no discussion about pending county projects.

Motion by Grasty second by Kuster to table the Minutes from 26 February 2019 and 28 February 2019 to the regular meeting on Tuesday, 12 March 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 10 February 2019 – 23 February 2019 as well as the County and Assessor Payroll Reports for 16 February 2019 – 1 March 2019.

There being no further business to come before the Board at this time, the Board adjourned at 11:37 a.m. until its regularly scheduled meeting on Tuesday, 12 March 2019. Motion by Carney second by Kuster. Motion carried on a vote: Ayes: 4 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

12 March 2019

The Guthrie County Board of Supervisors met this 12th day of March, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 12 March 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Clifford Carney joined the meeting at 9:03 a.m.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 11 February 2019. GCCB is planning a small shelter, eight feet by 16 feet (8' x 16'), for the Raccoon River Valley Trail. It will be located approximately one and a quarter (1 ¼) miles southeast of Panora. Hanner advised two (2) of the long standing employees in his Department will receive an

additional one percent (1%) wage increase beyond the three percent (3%) approved by Supervisors. He compared their wages, after twenty-one (21) years of service, with the starting wage for the Guthrie County Secondary Roads Department laborer and felt the increase was a show of good faith to his employees.

Jotham Arber, Guthrie County Public Health and Environmental Health Director, joined the meeting and provided a Public Health and Environmental Health update. The Public Health Department currently is working on a full-scale Emergency Preparedness training. The scenario will cover a tornado and how to handle the aftermath. Arber also retained the services of an advocate to recoup some of the money lost due to the Medicaid denials.

Darci Alt, Chief Executive Officer, Heart of Iowa Region joined the meeting. Alt stated the Region requested a budget amendment. Guthrie County's portion of the amendment will be \$108,000. She advised the Region currently serves 440 individuals per year with 150 new individuals added each year. Due to a new Iowa House of Representatives File, the Region can no longer turn down individuals or limit services unless the Region exhausts all its funds. Alt stated, at one point, the Region considered implementing a waiting list; however, the Region cannot do it until the Region consumes all its current resources. Over all, the Region is doing well and meeting all the necessary requirements. Alt added there are several Guthrie County residents who use the Hope Wellness Center. Breanna Morman, Coordinator of Disability Services for Guthrie County, has facilitated all of it. The Hope Center typically is full on the transitional side, and it is difficult to seek reimbursements from private insurance or Medicaid. Supervisors suggested Region do more on its own and transition away from the Hope Center when the contract ends in 2020.

Joshua Sebern, Guthrie County Engineer, joined the meeting to award the contract for Project L-SC-116T - - 73-39. Cunningham-Reis, LLC submitted the lowest bid of \$422,405.50. Sebern reviewed the bid proposal, and it met all the specifications. The associated documents are in order, so Sebern recommended the Supervisors award the contract to Cunningham-Reis, LLC. Motion by Grasty second by Lloyd to award the contract for Project L-SC-116T - - 73-39 to Cunningham-Reis, LLC. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided the Secondary Roads Department (SRD) update. Murphy Heavy Contracting currently is working on two (2) bridges. One is in Bear Grove Township and the other in Cass Township. Sebern stated SRD will be on the roads, working hard, to keep up with all the melting snow.

Holly Birkey, Business Development Manager, and Jennifer Guerndt, Vice-President of Sales and Marketing, the Samuels Group Inc, joined the meeting to discuss the Pre-Bond Construction Management Services Agreement. Kuster inquired about what the County receives under the terms of the agreement for \$5,000. Guerndt explained the \$5,000 covers the County through the end of the study being conducted by Shive Hattery Architecture & Engineering. Samuels Group will follow along with Shive and verify all the numbers as well as the information to ensure it makes sense. After the study is complete, the County is no longer tied to Samuels Group. If the County wants to continue with services from Samuels Group, the County must enter into another agreement at that time. Supervisors and Samuels Group agreed to strike the reference to "Phase 3" and "end of Phase 3 of Architectural Study" in Section 3. Consultant's Project Deliverables and Timeline for Pre-Bond Services of Exhibit A – Pre-Construction Service for Pre-Bond Phases. Motion by Kuster second by Grasty to approve the Pre-Bond Construction Management Services Agreement with Samuels Group Inc, as amended, for the sum of \$5,000. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did not discuss any pending county property projects.

Motion by Grasty second by Lloyd to table the Minutes from 26 February 2019 and 28 February 2019 to the regular meeting on Thursday, 14 March 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to approve the Claims from 27 February 2019 – 12 March 2019 in the amount of \$254,325.40 which excludes three (3) claims from the State of Iowa Medical Examiner's Office. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:55 a.m. until its regularly scheduled meeting on Thursday, 14 March 2019. Motion by Carney second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

14 March 2019

The Guthrie County Board of Supervisors met this 14th day of March, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 14 March 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Kuster attended the Iowa State Association of Counties (ISAC) County Day at the Capital on Wednesday, 13 March 2019. He discussed his meetings with Supervisors from other Counties and shared his takeaways from the event.

Motion by Grasty second by Kuster to table the Minutes from 26 February 2019 and 28 February 2019 to the regular meeting on Tuesday, 19 March 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:02 a.m. until its regularly scheduled meeting on Tuesday, 19 March 2019. Motion by Carney second by Kuster. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

19 March 2019

The Guthrie County Board of Supervisors met this 19th day of March, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 19 March 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to present a Transfer Station (TS) update. Arber has been interviewing truck drivers. The start date will be the last two (2) weeks of June 2019.

Arber recommended TS not reopen on Saturdays until May 2019. Historically, TS has not been busy on Saturdays during April. It costs \$222 per hour to operate TS, and there is not enough revenue generated on those Saturdays to make opening worthwhile. Arber advised TS will need a budget amendment. He wants to limit unnecessary operating hours, so he can reduce the amount of the amendment. In Grasty's opinion, the Saturday hours are about being accessible to the County residents. Dickson inquired if it is possible to close TS for an afternoon during the week, on a typically slow day, to offset the cost of opening on Saturdays to enable accessibility. Arber agreed it is a wise option, and he will look into it.

Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, joined the meeting and reported the application period for the State Individual Assistance Program started last week. New Opportunities, Inc. already had its interview with the Iowa Department of Human Services (IDHS). Currently, four (4) residents have inquired about the program.

Brandon Thompson, Guthrie County Facilities Manager, joined meeting. He requested permission to take some old tables and chairs to Laughery Auction. In addition, he also wants to take the Guthrie County Courthouse Trailblazer to the auction. It has roughly 170,000 miles. Supervisors had the vehicle repaired several times, but due to the lack of use, Thompson recommends it is best to get rid of it. The vehicle currently runs and has no known issues. Motion by Carney second by Lloyd to authorize Brandon Thompson, Guthrie County Facilities Manager, to take the Guthrie County Courthouse Trailblazer to Laughery Auction and set no minimum limit on the sale. Motion carried on a vote: Ayes: 5 Nays: 0.

Thompson added Darcia Robson, Guthrie County Veterans Affairs Administrator and General Relief Coordinator, has moved into her new office in the former Guthrie County Board of Supervisors Meeting Room. In addition, the new Guthrie County Human Resources office is ready for the Human Resources Director to occupy it. The former Guthrie County Environmental Health Office, which is being used for storage now, is being prepared to store the Guthrie County Auditor's Election Equipment in Robson's former office. Currently, Thompson and his staff are focusing on updating the Guthrie County Public Health Building as well as cleaning up the Courthouse lawn. Thompson stated the fire alarm inspection went well. It generated a discussion about fire drills and escape plans. Supervisors want Thompson to implement a fire drill, so the Courthouse occupants know their roles and where to go in case of a fire.

Supervisors reviewed the Liquor License Application (LC0033854) submitted by The Port, Panora, Iowa. The application is for a Class "C" Liquor License during a twelve (12) month period effective 17 May 2019. It includes Outdoor Service, Sunday Sales, and Catering Privileges. Motion by Grasty second by Kuster to approve the Liquor License Application (LC0033854) submitted by The Port, Panora, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did not discuss any pending county projects.

Sheriff Marty Arganbright, Guthrie County Sheriff, and Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, joined the meeting to discuss Phase Two (2) of the Guthrie County Jail Project. Lewis presented a concept layout for the proposed Guthrie County Jail. He explained this is just an initial presentation. The details will progress as development moves along. The layout is for a 14,800 square foot facility. Lewis knows Supervisors wanted to stay at 14,000 square feet and explained the initial concept is part of the process to reach this figure. The total square footage will be based on the layout. The floor elevation of the Jail will be set to match the existing Courthouse. It will include the Jail and Sheriff's Department facilities which will be built on the north side of the existing Courthouse. The main public entrance will be on the west side of the structure. There will be four (4) to six (6) parking stalls added for administration purposes. The back of the structure will consist of a vehicular sally port with an entrance on the south side which connects to the current parking lot. It will exit onto the street along the north side of the Courthouse grounds. There will be several windows above the main frame of the building allowing natural light to flow into the structure. This is necessary to comply with State of Iowa regulations. Lewis does not want to address any reconfiguration of the current building. Therefore, he is researching ways to connect the two (2) buildings while still adhering to all the safety and fire regulations. Thompson advised the sewer pipe for the existing Courthouse runs to the north right across the new building site. Lewis explained the pipe will be moved prior to beginning construction as part of the initial construction phase. Sid Samuels, President, Samuels Group Inc., added there will be no interruption in the day-to-day operations. Samuel also inquired about where the pipes will be placed within the new

jail to ensure ease of access to repair the pipes. As part of the County's agreement with the Samuels Group, it will follow along with Shive's design plans to double check it. Supervisors requested Lewis rework the parking lot as part of the Jail Project. Dickson wants enough parking added for the Sheriff and Deputies without having to compromise the current parking situation. Lewis stated he could factor the parking lot renovation into the portion of the budget set aside for unplanned concepts. Lewis will research the matter. The construction budget is roughly \$5,930,000 with a total project cost of roughly \$6,770,000. These figures factor in the estimates for unplanned concepts which may arise during the process.

Sheriff provided a brief update, stating the Jail currently is full. There is a female housed in the Boone County Jail.

Joshua Sebern, Guthrie County Engineer, joined the meeting and provided a Secondary Roads Department (SRD) update. Currently, the graders are operating from 7:00 a.m. to 6:00 p.m. to clean up the roads. At this time, there are over sixty (60) washouts on the roads. Sebern shared various photos of road conditions from around the County. SRD's current fix is hauling rock. They will keep hauling until they are unable to haul due to rain or snow.

Motion by Carney second by Grasty to table the Minutes from 26 February 2019 and 28 February 2019 to the regular meeting on Thursday, 21 March 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 24 February 2019 – 9 March 2019 as well as the County and Assessor Payroll Reports for 2 March 2019 – 15 March 2019.

There being no further business to come before the Board at this time, the Board adjourned at 12:20 p.m. until its regularly scheduled meeting on Thursday, 21 March 2019. Motion by Carney second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

21 March 2019

The Guthrie County Board of Supervisors met this 21st day of March, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 21 March 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed weight limits for the roads. New legislation allows the Iowa Department of Transportation (IDOT) to issue annual permits to forestry industry haulers for loads up to 130,000 pounds on non-primary highways without notice to the agencies which own the roads or structures. It is 50,000 pounds more than the legal weight limit for roads across the State of Iowa. Cass and Shelby Counties have both passed resolutions opposing the new legislation. Kuster will discuss it with Joshua Sebern, Guthrie County Engineer, and get his thoughts on the legislation.

Motion by Grasty second by Kuster to table the Minutes from 26 February 2019 and 28 February 2019 to the regular meeting on Tuesday, 26 March 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors invited Pam Lane, Guthrie County Human Resources Director, into the meeting and welcomed her to the County. Supervisors requested she meet with them every other week to provide updates as she sets up the new position.

Joshua Sebern, Guthrie County Engineer, and Evan Subbert, Engineering Technician, joined the meeting. They informed Supervisors about their work to create an account, so Supervisors electronically may approve and sign Iowa Department of Transportation (IDOT) projects. They also advised they created a general email account for Supervisors which may continue to be used by each Chair as the position rotates amongst the Supervisors each year.

There being no further business to come before the Board at this time, the Board adjourned at 10:42 a.m. until its regularly scheduled meeting on Tuesday, 26 March 2019. Motion by Grasty second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

26 March 2019

The Guthrie County Board of Supervisors met this 26th day of March, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Grasty to approve the Agenda for 26 March 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the March 2019 Information Technology (IT) Report. Forty-three (43) items were detected by the antivirus software. Several emails also were blocked during February 2019 to defend against hackers. Garland presented several support reports conducted throughout the month of March 2019. There was one (1) Security Operations Center (SOC) incident on 18 March 2019. A guest Wi-Fi user with an infected device connected to the County’s Wi-Fi. Curt Thornberry, Technology Development Director, GCC, will offer cyber security training for all County employees on Wednesday, 27 March 2019.

Brenda Dudley, Stuart Revitalization Committee, joined the meeting to discuss the Bonnie and Clyde Run/Walk event. The Committee is considering a Bonnie and Clyde Run/Walk which will start at the Roundhouse in Dexter, Iowa, and end at the old bank located at the southwest corner of North Division Street and North 2nd Street in Stuart. Motion by Grasty second by Carney to approve the closing of White Pole Road during the Bonnie and Clyde Run/Walk event. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, and Evan Subbert, Engineering Technician, joined the meeting to present Resolution 19-26: Resolution Opposing Iowa Senate File 184. They also provided a map of the new bridge postings within the County. Said Resolution strongly urges all Iowa lawmakers to vote in opposition to Senate Study Bill 1045 and Senate File 184 as passed by the Senate Committee on Transportation. In particular, the Transportation Committee in the Iowa Senate has passed House Study Bill 1045 (SF 184) which would amend and make changes to Iowa Code Chapter 321 related to transportation of indivisible loads and raw forestry products on primary and non-primary highways. Guthrie County owns and maintains nonprimary highways, and is fiscally and legally responsible for the nonprimary highways within the County. In addition, Guthrie County owns and maintains 138 structures

classified as bridges by the National Bridge Inspection Standards. Many of the bridges owned by Guthrie County are aging and structurally deficient or functionally obsolete. The current funding is not adequate to replace or rehabilitate these bridges at the rate their conditions are deteriorating. The nonprimary roads and bridges owned by Guthrie County serve a critical need for residents, agricultural users, businesses, schools, post offices, and emergency responders. The proposed bill would allow the Iowa Department of Transportation to issue annual permits to forestry industry haulers for loads up to 130,000 pounds on nonprimary highways throughout Iowa, without knowledge of or notice given to the agencies which own these highways and the structures thereon. The bridges within Guthrie County have been designed for loads that were legal on Iowa roads at the time of their construction, and bridges have only been rated or posted with weight restrictions for loads that are currently legal on roads. Each bridge within Guthrie County is unique based on its age, design, and current condition. The load rating to ensure safe passage of loads greater than 80,000 pounds would be unique for each load on each individual bridge. The traversing of Guthrie County bridges by loads up to 130,000 pounds without the County being afforded the knowledge of or the ability to restrict each occurrence, would result in gradual and possibly sudden failure of bridges within the County. Therefore, Guthrie County would likely bear legal and financial liability for subsequent failure of its bridges, even if such failures are caused by loads they did not permit. Furthermore, Guthrie County is not financially able to repair or replace bridges which would be subject to accelerated deterioration by increased loads. Guthrie County and its residents, farmers, businesses, schools, post offices, and emergency responders, would be subjected to undue operational and economic hardships by further degradation of its road system and the structures thereon. Motion by Grasty second by Carney to adopt Resolution 19-26: Resolution Opposing Iowa Senate File 184. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 0 Absent: 1 (Dickson).

Sebern presented Resolution 19-27: Resolution Establishing Vehicle and Load Limits for Load Limited Bridges. Said Resolution establishes the vehicle and load limits and directs signs be erected advising of the permissible maximum weights thereof on the bridges listed in the Resolution. In particular, the Guthrie County Board of Supervisors is empowered under the authority of the Code of Iowa, Section 321.236(8), 321.255 and 321.471 to 321.473 to prohibit the operation of vehicles or to impose limitations as to the weight thereof on designated highway structures under their jurisdiction. The Guthrie County Engineer has inspected the highway bridges and determined that restrictions should be designated based on present structural conditions. Motion by Grasty second by Carney to adopt Resolution 19-27: Resolution Establishing Vehicle and Load Limits for Load Limited Bridges. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 0 Absent: 1 (Dickson).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Sebern presented the contract for Project STBG-SWAP-C039(92)--FG-39. This contract governs the Monteith Road Project. Norris Asphalt Paving Company submitted the low bid. Sebern advised the documents are in order and recommends Supervisors award the contract. Sebern recommends Supervisors award the contract during this regular meeting. Motion by Grasty second by Kuster to award the contract for Project STBG-SWAP-C039(92)--FG-39 to Norris Asphalt Paving Company. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern did not provide a Secondary Roads Department (SRD) update.

At this time, Supervisors moved onto the Public Hearing on the Proposal for Financing Skid Loader and Trucks for the Guthrie County Transfer Station. Motion by Grasty second by Kuster to open the Public Hearing on the Proposal for Financing Skid Loader and Trucks for the Guthrie County Transfer Station at 10:00 a.m. Motion carried on a vote: Ayes: 4 Nays: 0. No members of the public attended the hearing. Jotham Arber, Guthrie County Transfer Station Executive Director, is seeking permission to finance \$79,800 for the purchase of a skid loader for the Transfer Station. In addition, he is requesting approval to finance \$77,500 for the purchase of two (2) Mack trucks to haul solid waste for the Guthrie County Transfer Station. Both loans will have an interest rate of three point nine five percent (3.95%). The maturity dates are 1 March 2024, and there is no penalty for early repayment. The loan payments will be made quarterly starting on 1 July 2019. Arber plans to repay the loans in October 2019. There were no further questions or discussion concerning the Proposal. Motion by Grasty second by Kuster to close the Public Hearing on the Proposal for Financing Skid Loader and Trucks for the Guthrie County Transfer Station at 10:15 a.m. Motion carried on a vote: Ayes: 4 Nays: 0.

Arber advised he will make an offer to one (1) of the applicants for the Guthrie County Transfer Station Truck Driver position today.

Motion by Carney second by Kuster to approve and sign the Rolling Hills Bank & Trust Financial Documents authorizing a loan in the amount of \$79,800 to purchase a JCB 3TS-8T Skid Loader for the Guthrie County Transfer Station. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Kuster second by Carney to approve and sign the Rolling Hills Bank & Trust Financial Documents authorizing a loan in the amount of \$77,500 to purchase a 2011 Mack CXU613 Day Cab Truck as well as a 2012 Mack CXU613 Day Cab Truck for the Guthrie County Transfer Station. Motion carried on a vote: Ayes: 4 Nays: 0.

Pam Lane, Guthrie County Human Resources Director, presented the Guthrie County Human Resources Job Description which she prepared at the request of Supervisors.

Supervisors looked over the Veteran Affairs Commission Quarterly Report ending March 2019. Motion by Kuster second by Lloyd to accept the Veteran Affairs Commission Quarterly Report ending March 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors did not discuss any pending county projects.

Sheriff Marty Arganbright, Guthrie County Sheriff, provided a Guthrie County Sheriff's Department report for the month of January 2019.

Motion by Carney second by Kuster to table the Minutes from 26 February 2019 and 28 February 2019 to the regular meeting on Thursday, 28 March 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Kuster second by Grasty to approve the Claims from 13 March 2019 – 26 March 2019 in the amount of \$186,337.29. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:40 a.m. until its regularly scheduled meeting on Thursday, 28 March 2019. Motion by Carney second by Grasty. Motion carried on a vote: Ayes: 4 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

28 March 2019

The Guthrie County Board of Supervisors met this 28th day of March, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd and Jerome "J.D." Kuster. Everett Grasty was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Kuster to approve the Agenda for 28 March 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Carney spoke with United States Department of Agriculture (USDA) – Guthrie County Farm Service Agency (FSA) regarding the tile determination for the Guthrie County Farm. Dickson reported Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, received notice his grant request for the new generator at the Guthrie County Public Health Building was approved by Iowa Homeland Security and Emergency Management.

Motion by Dickson second by Kuster to table the Minutes from 26 February 2019 and 28 February 2019 to the regular meeting on Tuesday, 2 April 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, along with Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to present the invoices for the TS skid loader and trucks. Arber stated TS will need a budget amendment before 1 May 2019. Dickson directed the Deputy Auditor to add a budget amendment discussion/action item to the Agenda for the next regular meeting on Tuesday, 2 April 2019. In addition, he instructed her to email all the Elected Officials and Department Heads to determine which Departments will need a Fiscal Year 2018-2019 Budget Amendment. Dickson specified a response deadline of two (2) weeks. Motion by Dickson second by Carney to authorize the Guthrie County Auditor’s Office to write a check to Ruan Truck Sales in the amount of \$72,500 for the trucks. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Kuster second by Carney to authorize the Guthrie County Auditor’s Office to write a check to Hawke & Company AG Systems Inc. in the amount of \$71,820 for the skid loader. Motion carried on a vote: Ayes: 4 Nays: 0.

At 11:00 a.m., the Supervisors joined the Guthrie County Conference Board meeting regarding the Fiscal Year 2018-2019 Budget Amendment for the Guthrie County Assessor’s Office.

There being no further business to come before the Board at this time, the Board adjourned at 11:30 a.m. until its regularly scheduled meeting on Tuesday, 2 April 2019. Motion by Carney second by Kuster. Motion carried on a vote: Ayes: 4 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

2 April 2019

The Guthrie County Board of Supervisors met this 2nd day of April, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd and Jerome “J.D.” Kuster. Everett Grasty was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Kuster second by Carney to approve the Agenda for 2 April 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Brenna Bird, Guthrie County Attorney, joined the meeting to present the Guthrie County Attorney’s Office update. The County Attorney’s Office is very busy dealing with numerous cases. Most of these cases concern the possession and/or distribution of drugs. There also are a fair number of sex abuse cases. Bird advised the Fiscal Year 2018-2019 (FY2019) District Court Budget will necessitate a budget amendment due to the felony trial with a change of venue. In her opinion, it was money well spent even though it turned out to be an expensive trial. The budget also is being exhausted as a result of the increase in juvenile detentions as well as more shelter care placements. Lloyd stated a gentleman called him twice regarding Marsy’s Law. Bird explained it is a constitutional amendment to give protection to the victims of crimes. In her opinion, it is important to protect the victims because they really do not have a voice. Bird supports Marsy’s Law because it elevates the status of victims. Criminal defendants have rights under the

Constitution of the State of Iowa. Marsy's Law gives victims their constitutional rights. Lloyd advised the individual wondered if the Supervisors signed a resolution supporting it. Bird stated Supervisors must decide if they want to pass a resolution in support of Marsy's Law. She supports it, and in her opinion, it is good legislation.

Joshua Sebern, Guthrie County Engineer, and Evan Subbert, Engineering Technician, Guthrie County Secondary Roads Department (SRD), joined the meeting to present the contract for F51 Monteith Rd Project STBG-SWAP-C039(92)--FG-39. Supervisors awarded the contract to Norris Asphalt Paving Company during the regular meeting on Tuesday, 26 March 2019. Sebern presented the signed documents to Supervisors. Upon approval of Supervisors, Subbert will sign the documents electronically. Motion by Kuster second by Carney to approve and sign the contract, performance bond and associated documents for F51 Monteith Rd Project STBG-SWAP-C039(92)--FG-39 with Norris Asphalt Paving Company in the amount of \$ 3,244,976.06. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern submitted the contract for Bridge Replacement Project L-SC116T--73-39. Supervisors awarded the contract to Cunningham-Reis, LLC during the regular meeting on Tuesday, 12 March 2019. Sebern presented the signed documents to Supervisors. Upon approval of Supervisors, Subbert will sign the documents electronically. The project will replace the South Cass 116 pony truss bridge with a slab bridge. The project will be funded by Tax Increment Financing (TIF). Motion by Dickson second by Lloyd to approve and sign the contract, performance bond and associated documents for Bridge Replacement Project L-SC116T--73-39 with Cunningham-Reis, LLC in the amount of \$422,405.50. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern offered a Tax Increment Financing (TIF) Advance request. The current balance is \$ 9,020,000. Sebern proposed a \$700,000 advance to cover multiple projects. This includes the Bridge Replacement Project for which Supervisors just approved and signed the contract. He estimates the final cost of said project will be \$425,000. In addition, Murphy Heavy Contracting continues to work on repair projects. Murphy completed the project in Bear Grove Township. Furthermore, the last payment for the Victory Township project is due, and it will finalize that project. Sebern also advised the patch needs to be restored on County Road N54 (Adair Pavement). Plus, the Kastner project needs some dirt and rock work. The concrete work is complete; however, there is work to be done on the fence as well as re-grouting the rip-rap. The road settled a great deal over the winter. Motion by Carney second by Dickson to approve the Wind Farm Tax Increment Financing (TIF) Advance Request for \$700,000. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a Secondary Roads Department (SRD) update. Sebern is working with the Federal Emergency Management Agency (FEMA) as well as Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, to navigate the process of filling claims. SRD is taking pictures and gathering estimates. There is a concrete bridge on Koala Road where the soil let go due to the heavy water flow. It needs to be rebuilt and erosion protection installed under it. Sebern will add it to the FEMA list. SRD repaired the rock issues. Carney talked about the soft roads. Sebern advised frost boils are emerging now. SRD cannot address these issues until all the frost leaves the roads. SRD is trying to keep those roads level for traffic until they can repair the damage. Sebern notified Supervisors that he decided to purchase Freightliner trucks. The quote for the Mack trucks was \$30,000 to \$40,000 higher. Sebern advised rock prices increased by thirty-five cents (\$0.35) according to Schildberg Construction Company.

Auditor presented Resolution 19-23: Approve Appropriations Resolution for Fiscal Year 2019-2020. She reminded Supervisors of the vote to appropriate all funds at one hundred percent (100%) except Fund: 0011 - Rural Services and to appropriate Fund: 0011 - Rural Services at seventy-five percent (75%) of the Fiscal Year 2019-2020 Guthrie County Budget during the regular meeting on Thursday, 7 March 2019. Auditor passed around the new Appropriations Schedule (Fund: 0011 75%) as well as the original Appropriations Schedule (100%). Auditor pointed out since the Guthrie County Transfer Station checks for approximately \$200,000 will be issued in October 2019, Supervisors really may not be accomplishing their goal by limiting the appropriations. Auditor advised she cannot predict the final status of the reserves until after Supervisors complete the Fiscal Year 2018-2019 Budget Amendment processes. Dickson inquired if Supervisors can wait and adopt the Resolution after the budget amendment process. Auditor confirmed it is an option. Motion by Dickson second by Carney to postpone approval of Resolution 19-23: Approve Appropriations Resolution for Fiscal Year 2019-2020 until after the Fiscal Year 2018-2019 Budget Amendment processes. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Contract For Library Service For Guthrie County for Fiscal Year 2019-2020. Auditor pointed out the contract is identical to the FY2019 contract with the Guthrie County Libraries Association. The contract appropriates \$119,618 to the libraries in FY2020. Auditor stated the County may continue to make quarterly payments because there is no provision in the contract for a lump sum payment. Motion by Kuster second by Carney to approve the Contract For Library Service For Guthrie County for Fiscal Year 2019-2020. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor advised Supervisors can disregard the Notice of Assignment regarding the Bankers Trust Service Transition. Said Notice states Bankers accepted an offer from UMB Bank, n.a. to acquire the Corporate Trust business. The Notice of Assignment acknowledges the assignment of the Trustee, Escrow Agent and/or Paying Agent Agreements to UMB. Bankers will cease to have any responsibility or obligations under the Agreements. Auditor spoke with Robert Josten, Dorsey & Whitney LLP, Bond Counsel for the County, about the matter. Josten advised the County can ignore the Notice and recommends Supervisors take no action at this time. Long story short, Josten is unsure if there is an assignment provision in the general obligation bonds. In the event Bankers can assign the bonds, there must be additional steps taken beyond simply approving and signing the Notice of Assignment. Josten and his colleagues are researching the matter. County will receive correspondence with accompanying documents from Josten's firm in the middle of April 2019. It will direct County how to proceed in this matter. Josten's firm was unaware of Banker's actions until after Banker's sent the Notice.

Supervisors considered the Application for Fireworks Permit submitted by the Menlo Sesquicentennial Committee. They will set off the fireworks at the old football field in the Southwest corner of town on 29 June 2019 at 9:30 p.m. The alternative rain date is 21 December 2019. Motion by Dickson second by Carney to approve and sign the Fireworks Permit submitted by the Menlo Sesquicentennial Committee. Motion carried on a vote: Ayes: 4 Nays: 0.

Carney will check with the Natural Resources Conservation Service (NRCS) regarding the tile plan for the Guthrie County Farm. Supervisors did not discuss other pending county projects.

Supervisors discussed the Fiscal Year 2018-2019 Budget Amendment Process. Supervisors set the deadline for Elected Officials/Department Heads (EO/DH's) to submit requests for a budget amendment on 11 April 2019. Dickson stated there will need to be two (2) budget amendments for FY2019. Supervisors directed Auditor to prepare a standalone budget amendment for the Guthrie County Transfer Station and Facilities Management Departments to address the purchase of the skid loader and trucks. Auditor will prepare the first Budget Amendment Notice for the next regular meeting on Tuesday, 9 April 2019. Supervisors agreed to postpone the submission deadline for the second budget amendment to 18 April 2019. This will allow a couple of the Departments more time to consider needs created by the flooding. Supervisors directed Auditor to inform all EO/DH's that they must provide a reason for the amendment and meet with Supervisors no later than the regular meeting on Tuesday, 23 April 2019. Auditor will prepare the second Budget Amendment Notice for the regular meeting on Tuesday, 30 April 2019 and publish the Notice in the official newspapers on Thursday, 9 May 2019. The tentative Public Hearing for the second Budget Amendment will be during the regular meeting on Tuesday, 21 May 2019.

Auditor advised Supervisors that she intends to present a counter offer to retain Deputy Auditor Danielle Fink. Fink was sought out by the Dallas County Auditor's Office and offered a position with less responsibility at a higher wage. Fink's duties would include elections and payroll. Auditor really wants to retain Fink in her office. Auditor commented it is cost prohibitive to hire and train good employees only to have other counties lure away the employees with a higher salary. Furthermore, Auditor advised it will cost more to hire a temporary person to cover some of the Auditor's duties while she administers the pending Special Election in August 2019. The counter offer will raise Fink's salary to \$40,000 for FY2020. It is an increase of \$1,270. Auditor emphasized she will not need a budget amendment to support this counter offer. Supervisor discussed the possibility of setting a precedent. Supervisors ultimately consented to the counter offer and thanked Auditor for notifying them.

Motion by Carney second by Dickson to approve the Minutes from 26 February 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors opted to table the Minutes from 28 February 2019, 5 March 2019 and 7 March 2019. Motion by Carney second by Dickson to table the Minutes from 28 February 2019, 5 March 2019 and 7 March 2019 to the regular meeting on Tuesday, 9 April 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 10 March 2019 – 23 March 2019, the Guthrie County Sheriff Deputies Payroll Report for 18 March 2019 – 31 March 2019 as well as the County and Assessor Payroll Reports for 16 March 2019 – 29 March 2019.

There being no further business to come before the Board at this time, the Board adjourned at 12:17 p.m. until its regularly scheduled meeting on Tuesday, 9 April 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

9 April 2019

The Guthrie County Board of Supervisors met this 9th day of April, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 9 April 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Pam Lane, Guthrie County Human Resources Director, joined the meeting. Lane advised she has access to the Personnel Management Module of the Tyler Technology program. She requested authorization for four hours (4 hrs) of training at \$130 per hour. The total cost will be \$520. Auditor and Chief Deputy Auditor will participate in the training too. Tyler only will bill for the training hours utilized by Lane and Auditor’s Office. Motion by Grasty second by Carney to approve the remote Tyler Technology training for the Personnel Management Module in the amount of \$520. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane provided a Human Resources Department update. She is familiarizing herself with the various insurance products available to employees. Lane advised open enrollment will be in May 2019. She passed out information concerning the Employee Assistance Program (EAP) available through Lincoln Financial Group.

Jotham Arber, Guthrie County Public Health and Environmental Health Director, joined the meeting. He presented the Public Health (PH) Department Update. He provided the Public Health Activities Packet for February/March 2019. Arber advised PH finished the immunization clinics at the local schools. The Emergency Preparedness Coordinator held two (2) tabletop exercises as well as a functional exercise for Adair and Guthrie Counties. There will be a drill on 27 April 2019. Twenty-one (21) families are working with the H.O.P.E.S Program. There were forty-seven (47) visits over the past month. Sixty-nine (69) families participated in the Easter Egg Hunt to promote the Babies Nest Program. Four (4) families received four (4) visits from the Guthrie County Support Program. PH provided services to 136 Home Health Clients. Arber advised PH is working with the Guthrie County Sheriff’s Office to get Narcan. It helps counteract an opioid overdose. It is administered via a nasal spray. Arber is trying to fund it through a coalition grant and working on the approval. The Guthrie County Sheriff’s Department is doing the paperwork. It will cost \$780 to outfit the Sheriff Deputies. There will be two (2) sprays in each vehicle and one (1) at the Guthrie County Jail. PH is

gearing up for the Guthrie County Health Fair in August 2019. It will be in conjunction with Panorama Days. The plan is to hold the Health Fair at the Guthrie County Conservation Office.

Arber also provided an Environmental Health Department update. March was a slower month. Arber advised the Department is getting ready for spring. There are sixty-two (62) Percolation tests (PERC tests) scheduled and the norm is forty (40). EH is performing additional water tests in April and May 2019. The water tests register arsenic, copper and magnesium along with other substances. These tests are free. Arber explained the University of Iowa is working with the State of Iowa Water Quality Department. As a result, the State is passing along the additional funding. The public can call the EH Office to sign up for a water test. The water sample must be collected at the beginning of the day or from a spigot not used this year.

Brenna Bird, Guthrie County Attorney, joined the meeting to discuss the need for a county fireworks permit. She advised the fireworks law was revised a couple of years ago. There are three categories of fireworks: 1) Display fireworks for celebrations; 2) Consumer fireworks and 3) Novelty fireworks (sparklers). The law says consumer fireworks have specific rules regarding the dates and times the public can ignite these fireworks. Bird reminded Supervisors that the County only regulates the rural areas. According to the Iowa Codes, Supervisors must approve a county fireworks permit for displays in the rural areas. Bird recommends the County issue a permit. She directed Auditor to modify the current permit to mirror Dallas County's Fireworks Application and Permit. A resident will need to complete the new application, and Supervisors must decide whether or not to approve it. The applicant must abide by all the State and Federal regulations governing display fireworks including those set forth by the Iowa Fire Marshall. Bird advised Supervisors do not regulate consumer fireworks. She also recommended Supervisors should not approve a permit if it is not in the County's jurisdiction.

Sarah Shambrook, Political Director, Marsy's Law for Iowa, joined the meeting. She presented Resolution 19-29: Resolution of the Guthrie County, Iowa Board of Supervisors in Support of Marsy's Law for Iowa. Said Resolution urges all citizens to join in the commitment to protect the rights of Iowa crime victims. In particular, Marsy's Law for Iowa is dedicated to guaranteeing crime victims' rights and providing a voice. Supporters agree victims should be treated with fairness, dignity and respect throughout the criminal justice process, be notified of the status of the defendant and case, be entitled to restitution, protected from the defendant, reasonably heard at public proceedings regarding their cases, and given a voice through the process of the case. Per the Federal Bureau of Investigation's (FBI) most recent "Crime in the United States" report, 7,132 Iowans were victims of violent crime in 2017. Marsy's Law for Iowa will ensure that victim's rights in Iowa are elevated to constitutional status and will preserve the longevity of victims' constitutional rights. Affording constitutional rights to victims is a non-partisan, non-political issue, and Marsy's Law for Iowa is a common sense approach to ensuring victims' rights. Shambrook explained Marsy's Law is an effort within the State of Iowa to secure constitutional rights for crime victims. Iowa is one (1) of fourteen (14) states which do not protect victims under the State Constitution. The protections include: 1) The right to be treated with fairness, dignity and respect; 2) The right to be notified, be present and be heard at court proceedings; 3) The right to reasonable protection from the accused; 4) The right to notification of the release or escape of the accused; 5) The right to restitution; and 6) The right to enforce these rights in the criminal justice process. A constitutional amendment must pass through the general assembly twice and pass a public referendum vote to amend the State Constitution. The Resolution simply shows Supervisors support for the law. County Attorney and Sheriff were present for the discussion. Both confirmed they support the law, and it is good for crime victims. Shambrook advised the legislation originally was introduced in the 2018 Legislative Session, but it did not make it to the floor. This year it passed out of the subcommittee, but it still is in the first funnel. Kuster inquired about why the Legislators are not supporting it. Motion by Kuster second by Grasty to adopt Resolution 19-29: Resolution of the Guthrie County, Iowa Board of Supervisors in Support of Marsy's Law for Iowa. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Sheriff submitted Resolution 19-30: Resolution Increasing the Guthrie County Jail Fees. Said Resolution hereby fixes the Guthrie County Jail Room and Board Fee at sixty dollars (\$60.00) pursuant to Iowa Code Section 356.7. In particular, it is in the best public interest for the Guthrie County Sheriff's Office to charge a prisoner who is eighteen (18) years of age or older and who has been convicted of a criminal offense or sentenced for contempt of court for violation of a domestic abuse order for room and board provided to the prisoner while in the custody of the county sheriff pursuant to Iowa Code Section 356.7. More than ten (10) years ago, the Guthrie County Board of Supervisors

adopted a resolution fixing the Guthrie County Jail Room and Board Fee at fifty dollars (\$50.00). The costs associated with housing a prisoner have increased substantially since the Guthrie County Board of Supervisors fixed the current Guthrie County Jail Room and Board Fee. The Guthrie County Sheriff recommends the Guthrie County Board of Supervisors adopted this resolution fixing the new Guthrie County Jail Room and Board Fee at sixty dollars (\$60.00). Supervisors authorize said fee to take effect upon approval of this Resolution. In Lloyd's opinion, the fee is cheap. Sheriff stated it is middle of the road compared to other Counties. Auditor confirmed there is no maximum charge mandated by the Iowa Code. Dickson and Grasty expressed concerns about the increase not being enough to cover the costs. Sheriff replied he may need to increase the fee more often. He commented it is expensive to feed inmates, and County is paying top dollar for the meals. There may be a cost savings in the longer run, if the new Jail has a kitchen and laundry. Motion by Grasty second by Dickson to adopt Resolution 19-30: Resolution Increasing the Guthrie County Jail Fees. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Sheriff Marty Arganbright, Guthrie County Sheriff, along with Holly Birkey, Business Development Manager, the Samuels Group Inc, joined the meeting to discuss the bond vote for the Guthrie County Jail Project. Brandon Thompson, Guthrie County Facilities Manager, Chief Deputy Jeremy Bennett, Deputy Michael Herbert, Leora Laughery, Guthrie County Sheriff Department Civil Clerk, and Brenna Bird, Guthrie County Attorney (CA), also were present for the discussion. The group discussed when to hold the bond referendum. The consensus is August will be too soon. The Sheriff talked to several people including Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, and Sheriff Chad Leonard, Dallas County Sheriff regarding the vote in August versus November. Dickson verified the County may include the bond referendum with the City and School Elections on 5 November 2019. The main goal is to get it right the first time.

Sheriff Arganbright provided a Guthrie County Sheriff's Department update. Sheriff advised six (6) inmates currently are housed outside of the County. It has been very busy in the Department. Sheriff informed Supervisors his Department made \$10,000 through the inmate texting service. Inmates are charged per text and cannot use the service if they do not pay for it. Chief Deputy explained an inmate purchases a phone card, and the Department receives a share of the cost. The plan is to use the money to buy uniforms. Kuster inquired if the County is reimbursed for prescription medications provided to inmates. Sheriff has not received a reply from Darci Alt, Chief Executive Officer, Heart of Iowa Region. There have not been as many prescriptions recently. This may be the result of inmates not calling telespsych as much. Sheriff still wants to speak with Alt about it. Sheriff informed Supervisors that his Department ran out of stuffed animals for children. A request was posted on Facebook, and the Department received a huge donation. Scheels donated \$300 of stuffed animals. All in all, there was a good response. Sheriff explained it really helps the scared children during traumatic events. It is a good tool, and Sheriff is happy the community responded to the request.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented Resolution 19-28: Noxious Weeds Resolution. Said Resolution hereby orders, pursuant to the provisions of Chapter 317, Code of Iowa 2019, that each owner and each person in the possession or control of any lands in Guthrie County shall cut, burn, or otherwise destroy all noxious weeds, thereon, as defined by this chapter, at such times in each year and in such manner as shall prevent said weeds from coming to maturity, and shall keep said lands free from such growth of any other weeds, as shall render the streets or highway adjoining said land unsafe for public travel. Noxious weeds shall be controlled before the following dates and as often thereafter as is necessary to prevent seed production: 1) Group 1 – May 15, 2019 – Musk Thistle; 2) Group 2 – June 1, 2019 – Leafy Spurge, Hoary Cress, Sour Dock, Red Sorrell, Smooth Dock; 3) Group 3 – June 1, 2019 – Canada Thistle, Wild Mustard, Russian Knapweed, Buckhorn Plantain; and Group 4 – June 15, 2019 – Field Bindweed, Wild Carrot, Poison Hemlock, Multiflora Rose, Horsenettle, Perennial Sowthistle, Quackgrass, Velvetleaf, Puncture Vine, Cocklebur, Bull Thistle, Tall Thistle, Teasel, and Annual Sunflower. Each owner and each person in possession or control of any land in Guthrie County infested with any noxious weeds mentioned above shall adopt a program of weed control which may be expected to prevent seed set and spread of said noxious weeds. If the owner or person in possession or control of any land in Guthrie County fail to comply with the foregoing order; the Weed Commissioner shall cause this work to be done and the expenses of said work shall be assessed against the land in the manner provided by the code. The Guthrie County Integrated Roadside Vegetation Management Program will spray and/or mow serious Canada and Musk thistle infestations in county right-of-ways as necessary. If you have a complaint about another property owner or notice a weed infestation problem along a county right-of-way contact Steve Stringham (641) 747-2274. REMEMBER – CORRECTILY IDENTIFY ANY PLANT

BEFORE DESTROYING IT, AS NOT ALL WILD PLANTS ARE NOXIOUS WEEDS! Sebern presented the Resolution on behalf of Steve Stringham, Guthrie County Weed Commissioner. It contains the same list of weeds as previous resolutions, and there are no additions to it. Sebern reminded Supervisors that Stringham must publish the Resolution annually. Motion by Kuster second by Carney to adopt Resolution 19-28: Noxious Weeds Resolution. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Sebern submitted the Fiscal Year 2020 Iowa Department of Transportation Secondary Road Budget for Guthrie County. This budget matches the Fiscal Year 2019-2020 (FY2020) Guthrie County Fund: 0020 - Secondary Road Budget for all intents and purposes. Since some of the categories do not line up exactly, there are some differences. The expense totals are the same, and all the revenue matches. Sebern did not add or change any aspects of it. Kuster verified it matches the FY2020 County Budget. Sebern assured Supervisors he tries to keep it parallel to the County Budget. Motion by Dickson second by Carney to approve the Fiscal Year 2020 Iowa Department of Transportation Secondary Road Budget for Guthrie County. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern submitted the Fiscal Year 2020 Five (5) Year Iowa Department of Transportation Secondary Road Construction Program. He did not make many changes and kept it minimal. Motion by Carney second by Grasty to approve the Fiscal Year 2020 Five (5) Year Iowa Department of Transportation Secondary Road Construction Program for Guthrie County. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a Guthrie County Secondary Roads Department (SRD) update. SRD has been probing areas to see if the frost has left the roads. Some areas still have frost and some are free of it. In those areas with frost, the ground is holding the water and the roads are muck. There are twenty-eight to thirty inches (28"-30") of frost in some areas while it completely is gone in other places. SRD is trying to deposit rock on the problem areas as soon as possible. If SRD tries to rush the timeline, the mud will push through the rock. In turn, it will take a great deal more material. Therefore, SRD cannot do much until the frost leaves the ground. Sebern advised several trucks have gotten stuck, and the rear-end went out of a semi-truck. Carney asked if SRD repaired all the washouts. Sebern replied these areas are not perfect yet; however, it is much better now. Sebern advised it will cost \$50,000 to rebuild and repair a grader transmission. He is waiting for quote on what the grader would be worth if nothing happened to the transmission. The grader will go into the spare fleet for now, and Sebern will trade the H grader with 18,000 hours. Sebern wants to see the economics of doing the repair versus the value of the grader before he makes a final decision. Sebern advised the new semi finally will arrive from the Volvo dealership in Des Moines, Iowa. He will inspect it prior to accepting it. Sebern also will order two (2) tandem Freightliner dump trucks. He anticipates these trucks will be built in June or July 2019, so SRD should get these trucks early than the semi. Sebern is looking forward to seeing these trucks. He explained the front axle is set back eighteen inches (18") to improve the turning radius. Sebern has quotes to install a concrete floor in the Cold Storage Building. Since there are footings in the building and the floor was ramped up and over the door sills, it causes the building to hold water. SRD either needs to fill the floor with rock or concrete. The specification is for eight inch (8") reinforced concrete with a trench drain. It will cost approximately \$50,000. West Central Iowa Concrete had the low bid. The other bids were Irlmeier Construction, who built the structure, and Caliber Concrete LLC, who constructed the wash bay.

Becky Benton, State Street Insurance, joined the meeting to review the Iowa Municipal Works Compensation Association (IMWCA) Insurance. The expenses were not finalized the last time she addressed Supervisors, so she wanted to provide an update. The renewal is 1 July 2019. Auditor's Office will receive the invoices. There will be a six percent (6%) decrease in the premium. The payroll offset is increasing slightly. The Experience Mod factor dropped from one point eight to one point two (1.8 to 1.2). Benton advised Auditor to leave the Fiscal Year 2019-2020 budget the same due to the big claim. Benton advised the annual audit will be at the end of July 2019, and County will pay any adjustments in October 2019. IMWCA also did a loss control inspection at the Guthrie County Public Health Building and Courthouse. Both locations passed with flying colors.

Benton spoke about the 2020 property and liability insurance. All and all, County has a smooth relationship with Iowa Communities Assurance Pool (ICAP). The County has made several vehicle changes with no additional charges.

Benton reminded Supervisors she quoted Employers Mutual Casualty Company at the end of calendar year 2017. Employers actively is pursuing more Counties. Benton is requesting permission to bid Employers for the County and get a quote. She will work on it now, so she can prepare a side by side comparison when she receives the ICAP renewal packet. Benton reminded Supervisors there are a few quarks, if the County leaves ICAP. All the open liability claims will be left on the table. Benton suggested Supervisors take a closer look at the limitations after she compares the numbers. Motion by Carney second by Kuster to authorize Becky Benton, State Street Insurance, to bid as well as quote property and liability insurance through Employers Mutual Casualty Company on behalf of Guthrie County. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the Notice of Public Hearing -- Amendment of Current Guthrie County Budget (Fiscal Year 2018-2019) for Meeting Date 30 April 2019. It incorporates the requests submitted by Arber and Thompson to address the purchase of the skid loader and trucks for the Guthrie County Transfer Station. The amendment increases the applicable line items in the County Environment and Education Service Area along with the corresponding revenue line items by \$157,300. Auditor will send the Notice to the official newspapers for publication on 26 April 2018. Motion by Dickson second by Grasty to schedule the Public Hearing for the Fiscal Year 2018-2019 Guthrie County Budget Amendment on 30 April 2019 at 10:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Carney second by Kuster to approve the Notice of Public Hearing -- Amendment of Current Guthrie County Budget (Fiscal Year 2018-2019) for Meeting Date 30 April 2019 and authorize publication in the official newspapers on Thursday, 18 April 2019. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Supervisors reviewed the Third Quarter of Fiscal Year 2018-2019 Budget Report. Supervisors had no questions or comments. They expressed a few concerns. Auditor will prepare a proposed budget amendment for Dept: 01 - Board of Supervisors. She also pointed out Dept: 31 - District Court exceeded its budget due to the arson/murder trial as well as the increased need for juvenile detention and shelter care. Auditor will work with County Attorney to address it with the second budget amendment. Auditor also confirmed the Guthrie County Recorder is preparing a budget amendment for her Department. Auditor pointed out Service Area Four (4) Mental Health and Service Area Six (6) County Environment and Education are tight, and there will be budget amendments to address both Service Areas. The remaining Service Areas are fine.

Thompson rejoined the meeting to discuss county projects. The O'Keefe Elevator Company, Inc dropped off parts and equipment to begin modernizing the elevator. Thompson is meeting with the repairmen to discuss the work schedule. The plan was to start today. Thompson advised the air conditioning units are ready in case the weather changes; however, the boilers still are operational too. The remodel of the Guthrie County Public Health breakroom/kitchenette is complete. The new skid loader is back from Guthrie Welding & Repair. Thompson had a guard installed to protect the glass. It is built heavier than the factory version. Thompson will create and administer a training program for the skid loader before it goes in-service. The Guthrie County Transfer Station mower is serviced and ready to mow. The new trucks are at Wetzel Repair for an estimate to install the hydraulic power take-off (PTO) kit. Thompson will get a second quote too. Supervisors did not discuss other pending county projects.

Auditor advised the Guthrie County Conservation Board wants to budget amend the funds in the Guthrie County Conservation Board "restricted use fund" into the Dept: 50 - Conservation Reserve Fund and use it for flood repairs. According to past Minutes, there is \$30,051.05 in the Fund: 0001 - General Basic Reserves. Auditor briefly explained the "restricted use fund" for Kuster. In short, it is the result of the remaining funds left over from past Dept: 22 - Conservation Board budgets. Supervisors briefly discussed the matter. Dickson expressed concerns about allowing Departments to keep/earmark remaining funds in its budget from year to year. The consensus of Supervisors is to permit the amendment. Auditor also inquired if she will be receiving a revised Fiscal Year 2019-2020 Budget for Dept: 22. She referenced the one percent (1%) salary increases reported by the Guthrie County Conservation Director during his monthly report at the regular meeting on Tuesday, 12 March 2019. Supervisor advised Conservation Director must find the funds within the budget approved by Supervisors. There will be no budget amendment to cover the new salaries. Auditor advised Supervisors probably will have to budget amend Fund: 0002 - General Supplemental to account for the increase in the Federal Insurance Contributions Act tax (FICA) and the Iowa Public Employees Retirement (IPERs) contribution.

Motion by Dickson second by Carney to approve the Minutes from 28 February 2019, 5 March 2019, and 7 March 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Kuster to approve the Minutes from 12 March 2019 and 14 March 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 19 March 2019, 21 March 2019, 26 March 2019, 28 March 2019, and 2 April 2019. Motion by Kuster second by Carney to table the Minutes from 19 March 2019, 21 March 2019, 26 March 2019, 28 March 2019, and 2 April 2019 to the regular meeting on Tuesday, 16 April 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Kuster to approve the Claims from 27 March 2019 – 9 April 2019 in the amount of \$350,199.92. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:39 p.m. until its regularly scheduled meeting on Tuesday, 16 April 2019. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

16 April 2019

The Guthrie County Board of Supervisors met this 16th day of April, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster.

The meeting came to order at 9:00 a.m.

Motion by Kuster second by Grasty to approve the Agenda for 16 April 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, and Brandon Thompson, Guthrie County Facilities Manager joined the meeting to discuss the purchase of two (2) hydraulic power take-off (PTO) kits for the semi-trucks at the Transfer Station (TS). Thompson researched the price of the kits as well as the cost of installation including labor. He received quotes from three (3) vendors: 1) Wetzel Repair - \$5,800 per kit; 2) Vander Haag’s Inc. - \$6,000 per kit; and 3) Inland Truck Parts and Service - \$6,000-\$8,000 per kit. Inland stated it could cost even more. Thompson selected Wetzel to do the work. The trailers will arrive the first week of June 2019, so Wetzel will wait and install the kits after TS receives the trailers. This will enable Wetzel to make the appropriate couplers and hoses to interface with the trailer as well as the one inch and a quarter (1 ¼”) hoses which are part of the kits. Jim Hawk Truck Trailers Inc will deliver the trailers.

Arber presented the Fiscal Year 2018-2019 Budget Amendment for the Transfer Station. After the first Fiscal Year 2018-2019 (FY2019) Budget Amendment, there will be \$123,000 remaining for the Fiscal Year (FY). It will cost approximately \$45,000-\$46,000 per month to operate Transfer Station (TS). Arber advised users brought in an additional 600 tons of solid waste which resulted in more contract hauls. Arber commented this is why he opted to purchase trucks and trailers, so TS does not have to deal with unforeseen contract costs. The original budget for the contract carrier line item is \$120,000. He is requesting a budget amendment to increase line item 0011-79-6020-000-410038 - Contract Carriers-Custom Hire by \$15,000 to \$135,000 to cover the remainder of the FY.

Arber provided a Guthrie County Transfer Station update. The Guthrie County Transfer Station completely is permitted through the Iowa Department of Natural Resources (IDNR) for three (3) years. He presented the Annual Water Quality Report. Arber reported two (2) wells exhibited abnormally high levels of arsenic, cobalt and nickel. IDNR requested secondary tests. Mike Stringham, Guthrie County Environmental Health Supervisor, will conduct the secondary test since these tests are not part of the Annual Report. He also commented the Landfill Permit will expire in 2032. Arber notified Supervisors that he selected a truck driver. The person will not start employment until 25 June 2019. Arber is working with the Human Resources Director regarding the entrance process.

Joe Hanner, Guthrie County Conservation Director, joined the meeting to present the Guthrie County Conservation Board (GCCB) Fiscal Year 2018-2019 Budget Amendment. Hanner requested Supervisors amend a total of \$55,924.41 into Dept: 50 - Conservation Reserve Fund. This includes \$25,873.36 transferred into Fund: 0027 - County Conservation Reserve Fund pursuant to Resolution 19-10: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund To The Guthrie County Conservation Reserve Fund (\$12,604.91) as well as Resolution 19-12: Guthrie County Conservation Reserve Fund Transfer of Trail User Fees (\$13,268.45). GCCB also wants Supervisors to transfer the \$30,051.05 earmarked as "restricted use funds" in Fund: 0001 - General Basic into Fund: 0027 and amended it into Dept: 50. Hanner is not seeking an amendment for the FY2019 Dept: 22 - Conservation Board Budget. In Hanner's opinion, the amendment for Dept: 50 will be sufficient for FY2019. Hanner advised he plans to hire a bridge inspection crew to evaluate the bridges along the Raccoon River Valley Trail (RRVT). He also briefly spoke about the flood related electrical issues which may create numerous unknown expenses. Hanner stated GCCB still plans to crack patch the RRVT in March 2019. He will pay for this expense from Dept: 50, if he finds an available contractor. Hanner also recommended Supervisors keep in mind it is spring, so his Department is opening the park facilities as well as hydrants. This may result in additional unforeseen expenses. Lloyd inquired if Federal Emergency Management Agency (FEMA) will help pay for flood damage to the bridges. In Hanner's opinion, FEMA probably will reimburse County for a portion of the cost. Hanner expressed concerns about a bridge inspection crew evaluating the flood damage. In his opinion, it is a gamble because there are many unknown factors. Kuster inquired about the number of bridges. Hanner replied there are eight to nine (8-9) bridges along the RRVT. These bridges vary in size. There also is one (1) bridge at Nations Bridge Park. Lloyd inquired about the flood damage at the parks. Hanner responded there is electrical as well as road damage. Plus, there is a great deal of sand and siltation as well as fence issues. Hanner assumes FEMA will cover a portion of the cost for this damage too. He submitted all the preliminary data to FEMA.

Hanner did not provide a separate Conservation Department update.

Supervisors reconsidered approval of the Guthrie County Fireworks Permit for the Menlo Sesquicentennial Committee (Menlo). Brenna Bird, Guthrie County Attorney, addressed Supervisors about the fireworks permit process during the regular meeting on Tuesday, 9 April 2019. She advised Supervisors not to approve any permits for fireworks displays within the limits of a city because Supervisors do not have the authority. She directed Supervisor to rescind approval of the Fireworks Permit for the Menlo Sesquicentennial Committee. Motion by Kuster second by Grasty to rescind approval of the Guthrie County Fireworks Permit for the Menlo Sesquicentennial Committee (Menlo) granted by Supervisors during the regular meeting on Tuesday, 2 April 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did not discuss any pending county projects.

Sheriff Marty Arganbright, Guthrie County Sheriff, Sheriff Chad Leonard, Dallas County Sheriff, Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, and Sid Samuels, President, The Samuels Group Inc. joined the meeting to discuss the Shive Hattery Architecture & Engineering Professional Services Agreement Amendment No. Two (2) – Land Surveying and Civil Engineering Master Planning for the Existing Guthrie County, IA Courthouse. Auditor advised she has not received any comments or recommendations from the Guthrie County Attorney's Office. She confirmed she forwarded the document onto the County Attorney's Office on Wednesday, 10 April 2019. Lewis explained the document simply is an amendment to the existing Agreement. Dickson stated he does not want to take action without input from the County Attorney's Office. Sheriff Arganbright pointed out the County Attorney will advise Supervisors the ultimate decision rests with them. Grasty still wants County Attorney's Office to review the legal aspects of Amendment No. 2. The County Attorney's Office was unavailable for the

meeting. Motion by Kuster second by Grasty to table approval and signing of the Shive Hattery Architecture & Engineering Professional Services Agreement Amendment No. Two (2) – Land Surveying and Civil Engineering Master Planning for the Existing Guthrie County, IA Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0.

The discussion transitioned to Phase Two (2) of the Guthrie County Jail Project. Sheriff Arganbright advised Supervisors that Sheriff Leonard is happy to help the County and answer any questions. Lloyd informed Lewis that County opted to move the bond referendum to the regular election date on 5 November 2019. Dickson inquired about the scope of services concerning the connection to the existing Courthouse as set forth in Amendment No. 2. Lewis explained the survey crew will survey the property as it exists today. They will not take it beyond what currently occupies the property. There may be additional costs, if the survey crews must return to the property. Lewis advised this is standard survey language. It is built into the process since the surveyor does not know what the client proposes to do on the property. The work will not start until Supervisors approve Amendment No. 2. Samuels Group will prepare a milestone schedule, so Supervisors know how to anticipate progress throughout the project. Thompson will update Supervisors as he receives information. Carney clarified Samuels Group will update Thompson, and he will in turn update Supervisors. Supervisors reviewed and briefly discussed the revised plans.

Sheriff did not provide a Guthrie County Sheriff's Department update.

Motion by Dickson second by Lloyd to approve the Minutes from 19 March 2019, 21 March 2019, 26 March 2019, 28 March 2019 and 2 April 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 9 April 2019. Motion by Carney second by Grasty to table the Minutes from 9 April 2019 to the regular meeting on Tuesday, 23 April 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 24 March 2019 – 6 April 2019, the Guthrie County Sheriff Deputies Payroll Report for 1 April 2019 – 14 April 2019 as well as the County and Assessor Payroll Reports for 30 March 2019 – 12 April 2019.

There being no further business to come before the Board at this time, the Board adjourned at 11:26 a.m. until its regularly scheduled meeting on Tuesday, 23 April 2019. Motion by Kuster second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

23 April 2019

The Guthrie County Board of Supervisors met this 23rd day of April, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd and Jerome "J.D." Kuster. Everett Grasty was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Kuster second by Carney to approve the Agenda for 23 April 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Brenna Bird, Guthrie County Attorney, joined the meeting to discuss the Fiscal Year 2018-2019 County Attorney and District Court Budget Amendments. Bird began with the Dept: 31 - District Court Budget Amendment. Bird

explained this budget is difficult to predict and control because the expenses are dependent on jury trials and juvenile court cases. The murder/arson trial consumed a great deal of the budget. In addition, there was an increase in the juvenile detention and shelter care expenses. These expenses just arise and the County must cover it. Bird is requesting an additional \$58,750; however, she does not anticipate spending the entire sum. It is a conservative estimate, so the remaining expenses will not exceed the final budget. Bird shifted to the Dept: 04 - County Attorney Budget Amendment. She reviewed the salaries. A couple line items seemed to be slightly low too, so she adjusted all these line items a little. The charges for line item 0001-04-1100-000-414990 Telephone & Telegraph Service-Misc Expense are elevated due to the new cell phone and associated charges. Bird advised Guthrie Center Communications (GCC) must rebuild the server to accommodate the new Prolaw software. In addition, there are cost associated with the data migration as well as the software upgrade. The project may cost less than estimated; however, Bird will not know until GCC completes the upgrade. The Prolaw software allows the County Attorney's Office to manage case files electronically.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss the Fiscal Year 2018-2019 Budget Amendments. The bottom line is an increase of \$600,000 to the Dept: 20 - County Engineer Budget. The lion's share of the request is \$490,000 to pay for rock and gravel. Sebern advised the \$170,000 increase in line item 0020-20-7210-000-241990 Parts-Misc Expense covers the grader transmission as well as the loader bucket. SRD ended Fiscal Year 2017-2018 (FY2018) with a balance of \$2,600,000 in the Reserve. If SRD spends the entire FY2019 Budget, the balance at the end of the FY will be \$1,600,000. Dickson pointed out Supervisors adopted the FY2020 Guthrie County Budget assuming there will be \$1,800,000 in the Reserve. Therefore, the FY2020 Budget may reduce the Reserve to \$1,000,000. Sebern anticipates cutting back on the FY2020 expenditures. He assured Supervisors he will watch the Budget closely. Sebern is on the same page as Supervisors concerning where they want the Reserve to be after FY2020. Carney wants the Reserve higher as SRD exhausts the Wind Farm Tax Increment Financing (TIF) funds. Sebern shifted to the FY2019 Dept: 24 - Integrated Roadside Veg Mangt Budget. He advised Integrated Roadside Vegetative Management (IRVM) purchased the skid steer for \$45,000 as well as a forestry head. Sebern advised IRVM received a grant for the forestry head. Carney commented the new equipment should save on labor and repairs to the chainsaws. He increased line item 0011-24-6010-000-630990 Ag & Horticultural Equipment-Misc Expense by \$46,000; however, he offset the expense with revenue from the grant. The total net increase in the Dept: 24 Budget is \$15,000. Finally, Sebern addressed the budget amendment for Fund: 1500 - Capital Projects Dept: 85 - TIF. The original budget was based on estimates. Furthermore, the County Road N54 (Adair Road) box culvert was not included in the budget. Sebern needs an additional \$1,150,000 in the Dept: 85 Budget. The total TIF advances will be just short of \$10,000,000. In Sebern's opinion, the total expenses will not be \$1,150,000.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for Jason Carroll (End of Probationary Period). Sebern advised Carroll has done well and successfully completed the probationary period. He advised Carroll is a laborer and also drives a plow truck. Motion by Kuster second by Carney to approve the Payroll Change Notice for Jason Carroll (End of Probationary Period) authorizing a pay increase from \$17.96 per hour to \$18.96 per hour effective 25 March 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a Guthrie County SRD update.

Kelly Campbell with the United States Census Bureau joined the meeting to discuss the 2020 United States Census. He emphasized it is important to make sure there is as large a response as possible. Campbell referred to a hand out from George Washington University. If the State misses one (1) person, it will lose an estimated \$1,700. A whole family equals \$8,500. This is the count which sets the base for the next ten (10) years.

Tristen Richard, Guthrie County Recorder, joined the meeting to discuss the Fiscal Year 2018-2019 Dept: 07 - Recorder Budget Amendment. She will be short \$3,000 for this FY. It partly is due to the Eagle Conversion Project. In addition, Recorder just received an invoice from Solutions TEC for IT services which should have been paid in FY2018. Furthermore, Recorder advised she needs to increase line item 0001-07-8110-000-100002 Salaries Of Reg. Employees-Deputies Salaries because she did not anticipate paying \$700 in unemployment compensation, and she did not budget for any additional training hours as part of the Eagle Project. Recorder advised she also needs to transfer \$4,000 from Fund: 0024 - Records Management Fund to line item 0001-07-8110-000-444990 Office & Data Processing Equip-Misc Expense to cover a portion of the Eagle Project expenditures. Carney inquired if it will drain

Fund: 0024. Recorder assured Supervisors it will not drain the Fund because she planned to pay for a portion of the Project with those funds. Unfortunately, she issued all the claims from Dept: 07 and needs to transfer the funds to cover it. Recorder is unsure how much rolled from FY2018 to FY2019 to cover the IT expenditure for the Eagle Project.

Jotham Arber, Guthrie County Public Health and Environmental Health Director, joined the meeting to discuss the Guthrie County Health Services Copier Lease Agreement with Laser Resources. Per Arber, Tim Benton, Assistant County Attorney, reviewed and cleared the Lease Agreement. He directed Arber to present the Lease Agreement to Supervisors for approval even though the Guthrie County Board of Health authorized it. The new monthly cost will be \$529.26 which is \$104.26 cheaper than the current lease. Arber advised the machine will be a new laser color printer/copier/scanner. Benton recommended Supervisors approve the Lease Agreement since it changes the original contract and creates a new contractual agreement for five (5) years. Motion by Dickson second by Carney to approve the Guthrie County Public Health Nursing Services Lease Agreement with Laser Resources for a new color printer/copier/scanner. Motion carried on a vote: Ayes: 4 Nays: 0.

Carney inquired about a mess around the recycling bins. Arber is working on a solution. He has a meeting with the Carroll County Landfill to discuss possible ways to handle the situation. He may need to revamp the County's recycling program.

Sheriff Marty Arganbright, Guthrie County Sheriff, joined the meeting to discuss the Fiscal Year 2018-2019 Dept: 05 - Sheriff Budget Amendment. Leora Laughery, Guthrie County Sheriff Department Civil Clerk, also was present for the discussion. Sheriff advised the amendment mostly is due to the increase cost of jail operations as well as the expenditures for Phase One (1) and Phase Two (2) of the Jail Needs Assessment. According to Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, the County will receive credit for these expenditures, if Shive assists with construction of a new facility. The costs associated with each line item exceed the original budget by more than \$30,000. Auditor stated the Dept: 05 Budget is in Fund: 0001. Sheriff advised a couple of computers also broke and had to be replaced this FY. The total increase is \$108,186. In Sheriff's opinion, it will be close without a budget amendment; however, he does not know what will happen between now and 30 June 2019. Sheriff assured Supervisors he will not spend the funds unless it is necessary.

Supervisors considered the Shive Hattery Architecture & Engineering Professional Services Agreement Amendment No. Two (2) – Land Surveying and Civil Engineering Master Planning for the Existing Guthrie County, IA Courthouse. Dickson spoke with the Guthrie County Attorney after Supervisors adjourned the regular meeting on Tuesday, 16 April 2019. Bird is fine with the Amendment and stated there is no legal reason Supervisors should not approve it. Motion by Carney second by Dickson to approve the Shive Hattery Architecture & Engineering Professional Services Agreement Amendment No. Two (2) – Land Surveying and Civil Engineering Master Planning for the Existing Guthrie County, IA Courthouse. Motion carried on a vote: Ayes: 4 Nays: 0.

Sheriff advised Lewis is working on the master plan. Sheriff Chad Leonard, Dallas County Sheriff, reviewed the plan. He pointed out areas where staff may not be able to see inmates and made recommendations. Sheriff also needs to address restroom issues. There still are issues to be resolved in the plan. Sheriff acknowledged some rooms are unnecessary and others may be converted into office space. Carney inquired about separating the males from the females. Sheriff explained there must be site and sound separation between the genders. There also will be classification areas. Sheriff is working with Shive to ensure the facilities is as it needs to be in order to meet the standards. Sheriff wants the State of Iowa Jail Inspector to review the plans to ensure he approves of the new facility.

Sheriff Arganbright provided a Guthrie County Sheriff Department update.

Pam Lane, Guthrie County Human Resources Director, joined the meeting and passed out the Human Resources Director Job Description. She created it per Supervisors' request. She pointed out the signature page for the Supervisors. Lane made a couple of revisions after speaking with Auditor. She also added a couple of items. Motion by Dickson second by Kuster to approve the Human Resources Director Job Description. Motion carried on a vote: Ayes: 4 Nays: 0.

Lane provided a Guthrie County Human Resources Department update.

Denise Ballard, Consultant, Iowa Governmental Health Care Plan (IGHCP), along with Cindy Allen, Group Liaison, and Jennifer McMillian, joined the meeting to discuss the Guthrie County Health Insurance Renewal Premium for Fiscal Year 2020. Ballard addressed Supervisors. She handed out the Guthrie County Renewal Packet. Ballard advised the County's loss ratio currently is 175% due to some high claims. In the future, there may be years when the County supports other members of IGHCP. Right now, IGHCP is supporting the County. The average annual premium increase is four point sixty-three percent (4.63%) even when it was a high claims year. The average annual increase in the Partial Self-Fund Account (PSF) is thirteen point twenty percent (13.20%). The average annual increase in total costs is zero point ninety-two percent (0.92%). The total costs include premiums, fees, and PSF funding. The PSF Reserve balance through June 2018 is \$56,093. Lane inquired about the one dollar and ten cents (\$1.10) Consolidated Omnibus Budget Reconciliation Act (COBRA) Administration Fee. In particular, will it be included with the Total Monthly Premium now? Ballard explained the fee covers the cost to administer insurance for the early retirees as well as COBRA. Employee Benefit Systems (EBS) charges the fee to IGHCP. The County may pay it each month or incorporate it into the Total Monthly Premium. It is not accounted for in any documents provided to the employee because it is an additional cost. EBS assess the \$1.10 charge for all fulltime, active employees to handle all COBRA related duties. The County or employee pays for it while the employee works for the County; however, it goes toward administering COBRA when the employee leaves the County. Dickson wants the fee included in the Total Monthly Premium. Ballard suggested the County add the \$1.10 as a separate line item, so the cost is shared between the County and employee. Auditor stated there are approximately three (3) employees subject to the fee which do not pay the health insurance premium. Ballard stated IGHCP can bill the County for these employees, so the County can cover the fee. Auditor reminded Supervisors the FY2020 Guthrie County Budget does not account for this fee. In the alternative, IGHCP can take the fee out of PSF or recommend EBS absorb it. Supervisors reached a consensus to cover the fee through the PSF, if necessary, and Supervisors will budget for it in the future. Ballard explained EBS originally agreed to administer COBRA for free during the first two (2) years after the County joined IGHCP. EBS approached IGHCP about collecting the fee last year. Motion by Dickson second by Lloyd to approve a seven percent (7%) increase in the Iowa Governmental Health Care Plan's Total Monthly Premium. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented Resolution 19-31: Resolution Affirming Conveyance of Real Estate to Vernon R. Van Gundy. Said Resolution hereby affirms the conveyance of real estate to Vernon R. Van Gundy pursuant to Resolution 01-25: Approving Conveyance of Real Estate to Vernon R. Van Gundy. In particular, the Guthrie County Board of Supervisors adopted Resolution 01-25: Resolution Approving Conveyance of Real Estate to Vernon R. Van Gundy during the regular meeting on 20 March 2001. Resolution 01-25 conveyed to Vernon R. Van Gundy the following described real estate: Parcel "A" of the Southeast Quarter (SE1/4) of the Northwest Quarter (NW1/4) of Section 9, Township 81 North, Range 30 West of the 5th P.M., Guthrie County, Iowa. It also authorized and directed the Chairperson of the Board and the Auditor to execute the appropriate instruments necessary to convey title. The real estate records in Guthrie County, Iowa, contain no instrument conveying title of the above described real estate to Vernon R. Van Gundy. The Guthrie County Board of Supervisors wishes to complete the conveyance by approving and signing a Quit Claim deed prepared by the Guthrie County Attorney transferring the above described real estate to Vernon R. Van Gundy. The Guthrie County Board of Supervisors authorizes the Chair of the Guthrie County Board of Supervisors as well as the Guthrie County Auditor to execute the Quit Claim Deed prepared by the Guthrie County Attorney conveying title of the above described real estate to Vernon R. Van Gundy. Finally, the Guthrie County Board of Supervisors authorizes said actions to take effect upon approval of this Resolution. Auditor advised the County Attorney prepared the Quit Claim Deed and reviewed the Resolution. Motion by Kuster second by Lloyd to adopt Resolution 19-31: Resolution Affirming Conveyance of Real Estate to Vernon R. Van Gundy. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Lloyd and Kuster) Nays: 0 Absent: 1 (Grasty).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Auditor submitted the Master Matrix Letter. She used Greene County's letter as a template and just substituted Guthrie for Greene in the appropriate places. Auditor advised Pete Bardole, Greene County Supervisors, drafted the original letter. Supervisors discussed the cover crops bullet point. Dickson wants to delete the cover crop bullet point

because he does not want the State mandating cover crops. Motion by Lloyd second by Carney to approve and sign the Master Matrix Letter as amended by Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors did not discuss any pending county projects.

Supervisors opted to table the Minutes from 9 April 2019 and 16 April 2019. Motion by Dickson second by Carney to table the Minutes from 9 April 2019 and 16 April 2019 to the regular meeting on Tuesday, 23 April 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Kuster to approve the Claims from 10 April 2019 – 23 April 2019 in the amount of \$689,803.98. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:40 p.m. until its regularly scheduled meeting on Tuesday, 30 April 2019. Motion by Carney second by Kuster. Motion carried on a vote: Ayes: 4 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

30 April 2019

The Guthrie County Board of Supervisors met this 30th day of April, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 30 April 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), joined the meeting and presented the April 2019 Information Technology (IT) Report.

Barry Monaghan, Chief Business Development Officer, and Chris Carlson, Credit Analyst, Guthrie County State Bank, joined the meeting to discuss the procedures and terms to draw an additional \$2,000,000 on the Wind Farm Tax Increment Financing (TIF) General Obligation Bond. Joshua Sebern, Guthrie County Engineer, also was present for the discussion. Per Auditor, the estimated revenue for Fiscal Year 2019-2020 (FY2020) is \$840,950. Carlson explained bond counsel will need to prepare a resolution in order for the County to draw the additional \$2,000,000. It can be issued in June 2019, so Carlson can set the same interest rate as the present bond. Carlson advised the new bond may terminate at the same point as the present bond in 2031, or it can be issued for an additional fifteen (15) years. Monaghan explained the funds will be available for the Guthrie County Engineer to draw; however, the County will not be charged interest for these funds until the Engineer actually draws the funds. In Carney’s opinion, the County will be fine as long as Supervisors do not lower the property tax levy rates. Carlson advised the County will pay \$95,000 in additional interest per year, if it advances the full amount. The Supervisors reached a consensus to administer the present and new bond as one (1) bond. Engineer does plan to spend the entire \$2,000,000. He will save a portion of it until he needs it.

The group discussed the new interest rate for the Wind Farm Tax Increment Financing (TIF) General Obligation Bond. The new rate will take effect on 1 June 2019. It will be based on the three (3) year United States Treasury monthly average. In this case, the new rate will be based on the May 2019 average. Carlson explained the March 2019 average was two point thirty-seven percent (2.37%) which means the interest rate could be four point thirty-seven percent (4.37%) in June 2019. Carlson does not have an estimate for the April 2019 average. Carlson assured Supervisors there is a two percent (2%) cap on the interest rate increase, so the highest possible rate is four point seventy-three percent (4.73%). Carlson confirmed there will be an adjustment of the interest rate every three (3) years.

Joshua Sebern, Guthrie County Engineer, opened the discussion about the Federal Emergency Management Agency (FEMA) Disaster Assistance Requirements. Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, also was present for the discussion. Sebern has all the Guthrie County Secondary Roads Department (SRD) damage information gathered and submitted to FEMA. He just needs the Risk Assessment and other policies required by FEMA. Kempf explained FEMA wants to review all of these documents in advance, so the Project Manager only has to approve projects and reimbursements. Sebern advised SRD needs to complete a Risk Assessment, Conflict of Interest Policy, a Policy to protect Personally Identifiable Health Information (PHI), a Segregation of Duties Policy as well as a Fraud Policy. Each policy must comply with the federal standards. According to Kempf, the Guthrie County Conservation Board (GCCB) and SRD are the applicants. Both Departments have to submit a Risk Assessment as well as a full set of policies. Therefore, Joe Hanner, Guthrie County Conservation Director, must prepare the same documents for GCCB. Supervisors reached a consensus that each Department will manage its application for Federal Emergency Management Agency (FEMA) Disaster Assistance as well as the associated process to seek reimbursements. The Auditor is not responsible for procuring disaster assistance; however, she may assist the Departments with any information directly related to her Office.

Sebern provided the SRD update. Sebern advised there was a staff meeting this morning to implement another phase of his management plan. Todd Plowman, SRD Manager, officially is responsible for the road graders, gravel haulers and edge rut workers. Sebern also is working with the Human Resources Director to refine the job descriptions. He may propose other changes, possibly as soon as next week. These changes will address promotions along with developing a road map for pending retirements. Grasty verified SRD is not creating any new positions. Sebern assured Supervisors it is just a shift in responsibilities, so Sebern can spend more time tackling road and bridge maintenance issues. There was a brief discussion about graders traversing the roads with the blade up. Sebern explained there are times a grader must travel the roads with the blade up in order to move around the territory. The grader operators are trying to do the best they can in the present conditions. Sebern requests any citizen with questions or complaints call him.

At this time, Supervisors moved onto the Public Hearing for the proposed Fiscal Year 2018-2019 Budget Amendment. Motion by Dickson second by Carney to open the Public Hearing for the Fiscal Year 2018-2019 Budget Amendment at 10:15 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. There were no members of the public in attendance for the Hearing. The proposed budget amendment is revenue neutral. There were no further questions or discussion concerning the Fiscal Year 2018-2019 Budget Amendment. Motion by Dickson second by Carney to close the Public Hearing for Fiscal Year 2018-2019 Budget Amendment at 10:17 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Carney second by Grasty to accept the Fiscal Year 2018-2019 Budget Amendment. Motion carried on a vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd, and Kuster) Nays: 0.

Supervisors reviewed Resolution 19-32: Adoption of Fiscal Year 2018-2019 Budget Amendment. Said Resolution hereby adopts by resolution on 30 April 2019 the attached Budget Amendment for the Fiscal Year beginning 1 July 2018 and ending 30 June 2019. In particular, Iowa Code Section 331.435 specifies the Guthrie County Board of Supervisors shall adopt by resolution the Budget Amendment after holding a Budget Amendment Hearing. The Guthrie County Board of Supervisors has met the publication requirements set forth in Iowa Code Section 331.435 through publication in the Guthrie County Times Vedette and The News Gazette on 18 April 2019. The Guthrie County Board of Supervisors has met the Budget Amendment Hearing requirement prescribed in Iowa Code Sections 331.435 through the Public Hearing held on 30 April 2019 at 10:00 a.m. Motion by Grasty second by Dickson to approve Resolution 19-32: Adoption of Fiscal Year 2018-2019 Budget Amendment. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Auditor presented Resolution 19-33: Appropriations Resolution for Fiscal Year 2018-2019 Budget Amendment. Said Resolution amends the Guthrie County Board of Supervisors Fiscal Year 2018-2019 Budget appropriations as set forth on the attached schedule. In particular, it is desired to make appropriations for each of the different officers and departments for the fiscal year beginning 1 July 2018 in accordance with Iowa Code Section 331.434(6). There is a need to amend the original appropriations set forth in Resolution 18-25 Appropriations Resolution for the Fiscal Year 2018-2019 Budget. The amounts itemized by fund and by department or office on the attached schedule are hereby amended and re-appropriated from the resources of each fund so itemized to the department or office listed in the first column on the same line. Subject to the provisions of the other county procedures and regulations, and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer listed to make expenditures or incur obligations from the itemized fund, effective 30 April 2019. In accordance with Iowa Code Section 331.437, no department or officer shall expend or contract to expend any money or incur liability, or enter into any contract which by its terms involves the expenditures of money for any purpose in excess of the amounts appropriated pursuant to this resolution. If at any time during the 2018-2019 budget year the Auditor shall ascertain that the available resources of a fund for the year will be less than said fund's total appropriations, the Auditor shall immediately so inform the Board of Supervisors and recommend appropriate corrective action. The Auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The Auditor shall report the status of such accounts to the applicable departments and officers monthly during the 2018-2019 budget year. All appropriations authorized pursuant to this resolution lapse at the close of the business 30 June 2019. Motion by Carney second by Kuster to approve Resolution 19-33: Appropriations Resolution for Fiscal Year 2018-2019 Budget Amendment. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Auditor presented the Notice of Public Hearing – Amendment of Current Guthrie County Budget (Fiscal Year 2018-2019) for Meeting Date 28 May 2019. Auditor explained the increases in the Dept: 01 – Board of Supervisors FY2019 budget line items. She advised the Dept: 02 – Auditor or Dept: 51 – General Services FY2019 Budgets do not necessitate an amendment. The remaining amendments for the other Departments were discussed during previous regular meetings. The total amended expenditures for the FY2019 Guthrie County Budget are \$2,260,619.50. The total amended revenues are \$1,250,300. Auditor will send the Notice to the official newspapers for publication on 9 May 2019. Motion by Grasty second by Dickson to schedule the Public Hearing for the Second Fiscal Year 2018-2019 Guthrie County Budget Amendment on 28 May 2019 at 10:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Kuster second by Lloyd to approve the Notice of Public Hearing – Amendment of Current Guthrie County Budget (Fiscal Year 2018-2019) for Meeting Date 28 May 2019 and authorize publication in the official newspapers on Thursday, 9 May 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor provided the 3rd Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2018 – June 2019. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$2,314.92. The State will reimburse Guthrie County for \$578.73 (twenty-five percent (25%)), and the County will match the remaining \$1,736.19 (seventy-five percent (75%)). Auditor will submit the report on the Iowa Grants.gov website upon approval of Supervisors. Motion by Kuster second by Carney to approve the 3rd Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2018 – June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors considered the Application for Fireworks Permit submitted by Lake Panorama Association. J&M Displays will set off the fireworks along the south shore of Lake Panorama, Panora, Iowa on 2 August 2019. Motion by Grasty second by Carney to approve and sign the Fireworks Permit submitted by Lake Panorama Association. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did not discuss any pending county projects.

Motion by Grasty second by Lloyd to approve the Minutes from 9 April 2019 and 16 April 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to table the Minutes from 23 April 2019 to the regular meeting on Tuesday, 7 May 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 24 March 2019 – 6 April 2019, the Guthrie County Sheriff Deputies Payroll Report for 1 April 2019 – 14 April 2019 as well as the County and Assessor Payroll Reports for 30 March 2019 – 12 April 2019.

There being no further business to come before the Board at this time, the Board adjourned at 11:20 a.m. until its regularly scheduled meeting on Tuesday, 7 May 2019. Motion by Carney second by Kuster. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

7 May 2019

The Guthrie County Board of Supervisors met this 7th day of May, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster.

The meeting came to order at 9:00 a.m.

Motion by Kuster second by Carney to approve the Agenda for 7 May 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Brenna Bird, Guthrie County Attorney, joined the meeting and provided a Guthrie County Attorney’s Office update. Bird advised she is in the process of implementing the County Attorney Collection Program. She signed a Memorandum Of Understanding (MOU) with the Iowa State Court Administrator regarding the collection of delinquent court debt. The Program will begin on 1 July 2019. The minimum collection threshold is \$25,000; however, some court debt is excluded from this calculation. Bird stated the Program will generate some revenue for the County. Plus, it will help defendants set up a payment plan to repay court debt. This may enable a defendant to reinstate a State of Iowa Driver’s License as well as register vehicles in the State. If the Program does not meet the minimum threshold by the end of the first fiscal year, the Program will cease as set forth in the Iowa Code. Carney inquired about the type of debt which qualifies for the Program. Bird replied most court debt. With respect to restitution, the County will never keep any portion of it. The County will retain a portion of fines, court costs and other similar debt. The Program also will recover inmate costs. Kuster asked about the abandoned vehicles stored by the Guthrie County Sheriff’s Department. Bird stated the County will hold an auction. Chief Deputy Jeremy Bennett must verify the owners received the proper notification first. Bird informed Supervisors she posted the advertisement to fill the Assistant County Attorney position. The current Assistant County Attorney, Tim Benton, will retire on 1 July 2019. The application period will remain open until 15 May 2019. She received four (4) resumes within the first week.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented the Iowa Department of Transportation (IDOT) Agreement For Use Of Local Agency Roads For Incident Management Temporary Detour Routes. Sebern requested Supervisors table consideration of the Resolution due to ongoing discussions with IDOT. Motion by Grasty

second by Kuster to table the Iowa Department of Transportation (IDOT) Agreement For Use Of Local Agency Roads For Incident Management Temporary Detour Routes. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern presented the Iowa Department of Transportation (IDOT) Budget Amendment for Fiscal Year (FY) 2018-2019. Since Supervisors will amend the Fiscal Year 2018-2019 Guthrie County Budget, he must amend the corresponding IDOT Budget. Sebern advised he moved some of the funds, so the IDOT budget mirrors the County Budget. In particular, he adjusted the categories pertaining to roads, gravel, rock and snowplowing. Sebern pointed out there were additional costs associated with snow plowing, such as the overtime and blades, so he had to increase this category. Sebern also informed Supervisors he may need to add some projects to the Five (5) Year Plan. He still is researching it. Motion by Grasty second by Carney to approve the Iowa Department of Transportation (IDOT) Budget Amendment for Fiscal Year 2018-2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for John Lyall (Change in Spraying Operations). Lyall's pay will be decreased because his job duties no longer include spraying chemicals. Kuster inquired about cutting brush. Sebern replied Lyall will continue to perform all his remaining job duties. This includes seeding and other duties within the Integrated Roadside Vegetative Management (IRVM) Department. The sum of the decrease is \$100 per month or fifty-eight cents per hour (\$0.58/hr). Motion by Grasty second by Carney to approve the Payroll Change Notice for John Lyall (Change in Spraying Operations) authorizing a pay decrease from \$19.54 per hour to \$18.96 per hour effective 6 May 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for Steve Stringham (Add Spraying Operations). Sebern is proposing additional pay for Stringham since he will do all the spraying for the Guthrie County Secondary Roads Department (SRD) as well as IRVM. In the past, employees responsible for spraying chemicals received an additional \$100 per month pursuant to the terms of the Collective Bargaining Agreement (CBA). Sebern retained this policy even after the employees voted to decertify the Union. Currently, Stringham is the only person doing the spraying. This significantly diminishes the spraying capabilities. Historically, Stringham would not receive this benefit because he is a manager and not a member of the Union. In Dickson's opinion, Stringham is the IRVM Supervisor as well as Guthrie County Weed Commissioner, and his pay is based on his position. Grasty clarified spraying always has been a part of his job description. In Sebern's opinion, the decertification of the Union made it possible for Stringham to receive the additional compensation. Carney inquired if spraying is listed in Stringham's job description. Sebern replied Stringham is responsible for spraying as well as seeding, erosion control, Guthrie County Weed Commissioner, and other duties. Carney questioned why Stringham needs additional compensation. Pam Lane, Guthrie County Human Resources Director, was present for the discussion. She pointed out Sebern simply is shifting the benefit from one (1) employee to the other. Surely, Supervisors do not want any complaints about the County not doing the spraying. Sebern acknowledged Stringham is the IRVM Supervisor; however, his duties include much more than just the spraying. Since Stringham will do all the spraying now, Sebern wants to increase his pay accordingly. This change may result in a slight retraction of his other duties. Grasty inquired if the change will necessitate Stringham working more hours considering it already is a part of his job duties. Sebern replied it will add additional stress, but Sebern has not discussed the authorization of any overtime. Dickson inquired about why Sebern wants to make this change now. Sebern emphasized this situation is due to circumstances outside Stringham's control. It does not reflect on Stringham's management because it is the result of events beyond his control. It is not ideal and was not planned by Stringham. In Dickson's opinion, spraying is part of Stringham's job duties as IRVM Supervisors. Since Stringham needs a chemical applicator's license, he already is paid accordingly. Lane reminded Supervisors the original policy was established by the Union. She wants to ensure Supervisors are not eliminating benefits or perks since there is no longer a union. Dickson commented IRVM employees never received additional compensation for spraying when the Department was controlled by the Guthrie County Conservation Board. In his opinion, just because IRVM is part of SRD now does not mean Supervisors have to implement past SRD practices. Lane clarified the shift does not change the total costs attributed to the spraying. Sebern is switching the benefit from Lyall to Stringham because it will be Stringham's primary responsibility. In Sebern's opinion, employees need an incentive to spray because people do not like to work with the chemicals. Plus, an employee must have a license which means taking a test. Grasty inquired if Sebern intends to shift the duty to another qualified employee in the future. Lane explained there is not enough time to license another employee this Spring. Furthermore, it will cost more if Sebern must hire a person with an existing license. Sebern emphasized the roads are his priority right now. Therefore, he cannot pull an employee from SRD. Furthermore, none of the existing

employees have a license. Lloyd commented Sebern has not taken any steps to solve the problem of only one (1) sprayer. He just is giving Stringham more money. Lane responded it ensures there is one (1) employee responsible for the spraying. It is an incentive to do a job which includes working with chemicals and wearing a respirator. Sebern does not understand why this is not a viable option since the benefit is no longer tied to the Union. Sebern argued Stringham was not entitled to the benefit when he became the IRVM Supervisor because it was a non-union position. Grasty thinks Supervisors and Sebern just need to work through it. In Carney's opinion, Sebern is not paid extra for any duties associated with his position, so why should Supervisors authorize extra compensation for Stringham. In Sebern's opinion, it is a nice perk. Sebern assured Supervisors that Stringham did not request the benefit. Sebern acknowledge spraying is part of Stringham's job responsibilities, and he conceded it ultimately is Supervisors' decision. Motion by Kuster to approve the Payroll Change Notice for Steve Stringham (Add Spraying Operations) authorizing a pay increase from \$22.74 per hour to \$23.32 per hour effective 6 May 2019. Motion died due to lack of second. Motion by Dickson second by Lloyd to deny the Payroll Change Notice for Steve Stringham (Add Spraying Operations) authorizing a pay increase from \$22.74 per hour to \$23.32 per hour effective 6 May 2019. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 1 (Kuster).

Sebern provided an SRD update. Sebern informed Supervisors the Menlo Pit shut down hauling for the week. SRD will haul rock from the Pit near the City of Earlham this week. The Menlo Pit will not reopen hauling until it builds a large enough stock pile to service Adair and Guthrie Counties as well as the wind farm contractors. Progress continues on the Monteith Road Project. The contractor has milled the asphalt from the west three (3) miles and begun the dirt work. The new asphalt will be laid in early June 2019 depending on the rain. Sebern informed Supervisors the roads are getting slightly better. SRD is experiencing a shortage of material all over. It will be the biggest challenge this year. At this point, rock is the best solution for the road issues. A good hard rain definitely will help too. SRD hauled \$100,000 of rock in April, but it cannot sustain this pace. Grasty asked if SRD is using any gravel. Sebern replied it still is too soft to apply gravel. SRD will begin using it once the roads are drier.

Supervisors reviewed the email as well as the attached information concerning the County Substance Abuse Programs Fiscal Year 2020 Guthrie County Substance Abuse Prevention and Treatment Grant Application. Said Grant enables the County to contract with New Opportunities, Inc. to utilize the grant funds provided by the Iowa Department of Public Health in the amount of \$1,788 to provide comprehensive substance abuse prevention services. The County's share of the three to one (3:1) match is \$5,364. The total budget for the grant is \$7,152. Motion by Kuster second by Grasty to approve the County Substance Abuse Programs Fiscal Year 2020 Guthrie County Substance Abuse Prevention and Treatment Grant Application. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Kuster second by Carney to assign the Guthrie County Auditor, Marci L. McClellan, as the Guthrie County Board of Supervisors' Authorized Signatory for the County Substance Abuse Programs Fiscal Year 2020 Guthrie County Substance Abuse Prevention and Treatment Grant. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented Resolution 19-34: Resolution Consenting to Assignment of Trustee Agent Agreements; Escrow Agent Agreements; and/or Paying Agent and Registrar and Transfer Agent Agreements. Said Resolution consents to the assignment of the Agreements from Bankers Trust Company to UMB Bank. In particular, the County has adopted certain resolutions (the "Resolutions") duly authorizing and providing for the issuance of certain bonds, notes or other obligations (collectively, the "Outstanding Obligations"). Pursuant to the Resolutions, the County appointed Bankers Trust Company, Des Moines, Iowa ("Bankers Trust"), as the registrar and paying agent for the Outstanding Obligations and approved the execution of Paying Agent and Registrar and Transfer Agent Agreements with Bankers Trust with respect to the Outstanding Obligations. In connection with the issuance of certain Outstanding Obligations, the County may have also entered into certain Trustee Agent Agreements and/or Escrow Agent Agreements with Bankers Trust. UMB Bank, n.a. ("UMB") will acquire the corporate trust business of Bankers Trust, and any existing Trustee Agent Agreements; Escrow Agent Agreements; and Paying Agent and Registrar and Transfer Agent Agreements (collectively, such Agreements are hereinafter referred to as the "Agreements") between the County and Bankers Trust will be assigned by Bankers Trust to UMB. Bankers Trust and UMB have requested that the County consent to the assignment of the Agreements. The Chairperson and the County Auditor are hereby authorized to execute such documents as may be necessary to carry out the assignment of the Agreements, including the "Acknowledgment to Assignment" that has been prepared by Bankers Trust and presented to the Supervisors. The effective date of the assignment of the Agreements shall be as set forth in the Acknowledgment to Assignment (on or about 10 June 2019). To the extent that the County has continuing disclosure requirements pursuant to Rule 15c2-12

of the Securities Exchange Act relative to the Outstanding Obligations, the County will cause a notice of the assignment of the Agreements to be posted on the MSRB Electronic Municipal Market Access (EMMA). All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict. Auditor and Supervisors went through the instructions provided by bond counsel. Supervisors confirmed the County intends to use UMB as its new Registrar and Paying Agent for bond issues. She also confirmed County does not use Bankers Trust for other trust related services such as escrow agent or trustee. Motion by Carney second by Grasty to adopt Resolution 19-34: Resolution Consenting to Assignment of Trustee Agent Agreements; Escrow Agent Agreements; and/or Paying Agent and Registrar and Transfer Agent Agreements. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html>.

Bandon Thompson, Guthrie County Facilities Manager, provided an update on the Guthrie County Courthouse Elevator Modernization Project. The contractor installed all the new equipment and completed the Project. Throughout the next two (2) days, the contractor will be testing and adjusting the elevator. The first of next week, the State of Iowa Inspector will test the elevator. Once the elevator passes all the tests and inspection, it will be open to the public.

There was no additional discussion about any county projects.

Auditor submitted the Guthrie County Auditor's Report of Fees Collected for Third Quarter Ending 31 March 2019. The total fees collected were \$59,998.49. Motion by Dickson second by Grasty to approve Guthrie County Auditor's Report of Fees Collected for Third Quarter Ending 31 March 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Lloyd to approve the Minutes from 23 April 2019 and 30 April 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to approve the Claims from 24 April 2019 – 7 May 2019 in the amount of \$639,811.51. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 7 April 2019 – 20 April 2019, the Guthrie County Sheriff Deputies Payroll Report for 15 April 2019 – 28 April 2019 as well as the County and Assessor Payroll Reports for 13 April 2019 – 26 April 2019.

There being no further business to come before the Board at this time, the Board adjourned at 11:44 a.m. until its regularly scheduled meeting on Tuesday, 14 May 2019. Motion by Grasty second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

14 May 2019

The Guthrie County Board of Supervisors met this 14th day of May, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 14 May 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 8 April 2019. Lloyd inquired about flood damage clean-up efforts. Hanner replied they are gaining on it. Carney verified the backhoe which GCCB bought from the Guthrie County Secondary Roads Department (SRD) is working well. Hanner commented it has saved GCCB thousands of dollars. It keeps running since they maintain and repair it. GCCB wants to purchase an older dump truck too. Hanner has mentioned it to the Guthrie County Engineer. Hanner commented the staff could have used it when they hauled rock to the river access near the City of Coon Rapids. Kuster inquired about the Federal Emergency Management Agency (FEMA) application process. Hanner stated FEMA keeps changing the requirements. He thinks GCCB approved all the required policies during the regular meeting last night. He will send these policies to FEMA. He also is tracking man hours as well as equipment hours and will confirm the rates with FEMA. In Hanner's opinion, he is as ready as he can be for the FEMA Project Manager. It all depends on the Project Manager now. He hopes to be done with FEMA by August or September 2019.

Jotham Arber, Guthrie County Public Health and Environmental Health Director, joined the meeting to provide a Public Health Department update. He passed out the Public Health Activities Packet for April 2019. Arber reminded Supervisors that PH is working on an Emergency Preparedness Exercise. Adair County completed its full scale exercise. Guthrie County's exercise will be in June. Arber reported HOPES has been very busy. It worked with twenty-two (22) families conducting sixty-one (61) visits. PH also is working on renewing a State of Iowa grant. Historically, PH receives \$84,000 to provide services in Audubon and Guthrie Counties. The Guthrie County Support Program worked with three (3) families conducting eight (8) visits. This program covers the gap between HOPES and the Early Head Start Program. PH also remains busy with Home Health visits. Currently, there are 126 clients. Arber advised PH has recovered \$32,000 in denied insurance claims. Arber also announced the theme for the 2019 Guthrie County Health Fair is juvenile mental health. PH is working with the Heart of Iowa Region on this topic. PH is trying to procure an inflatable brain which people can walk through during the event. The Health Fair will coincide with Panorama Days.

Arber also presented the Environmental Health Department update.

Pam Lane, Guthrie County Human Resources Director, joined the meeting to submit the Iowa Governmental Health Care Plan (IGHCP) group insurance renewal documentation. Lane began with the Final 7/1/2019 Renewal Recommendation for the Iowa Governmental Health Care Plan (IGHCP) Partially Self-Funded Health Insurance Plan. The new total monthly cost for a single policy is \$638.44 and a family policy is \$1,547.39. Motion by Carney second by Lloyd to approve and authorize the Chair to sign the Final 7/1/2019 Renewal Recommendation for the Iowa Governmental Health Care Plan (IGHCP) Partially Self-Funded Health Insurance Plan. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane offered the Wellmark Confirmation of MSP Addendum. It is a verification of Medicare compliance and notifies employers of mandatory reporting requirements. Motion by Kuster second by Carney to approve and authorize the Chair to sign the Wellmark Confirmation of MSP Addendum. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane provided the Wellmark Iowa Governmental Health Care Plan (IGHCP) Rates Sheet. Said document sets forth the Wellmark benefits and rates which provide the basis for the health insurance plan offered by Guthrie County. Motion by Dickson second by Grasty to approve and authorize the Chair to sign the Wellmark Iowa Governmental Health Care Plan (IGHCP) Rates Sheet. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane presented the Employee Benefit Systems (EBS) Third Party Administration Service Agreement. It is between Guthrie County (IGHCP) and Two Rivers Insurance Company, Inc. d/b/a Employee Benefit Systems (EBS). The Agreement is effective 1 July 2019. It sets forth the terms as well as conditions whereby the County retains EBS to provide certain administrative services on its behalf, and EBS agrees to provide these services. Said Agreement also contains several Addendums which set out the Fee Schedule, Business Associate Agreement and Responsibility Agreement. Carney verified nothing changed since last year. Lane replied it remained the same. Motion by Grasty

second by Dickson to approve and authorize the Chair to sign the Employee Benefit Systems (EBS) Third Party Administration Service Agreement. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane submitted the Employee Benefit Systems (EBS) Group Renewal Information, Partial Self-Funded Plan Renewal, Carrier Rates/Premiums Renewal and Addendum 'A'/Verification of Purchase. These documents provide a summary of the insurance benefits, plan information, carriers and premiums. The Addendum sets forth the Administrative Fees and the Pass-Through Fees. By signing the Addendum 'A', all parties to the Agreement verify the renewal information, rates, factors as well as fees have been reviewed and approved by the County. Furthermore, EBS shall be compensated accordingly for the plan year beginning 1 July 2019 and ending 30 June 2020. Motion by Carney second by Lloyd to approve and authorize the Chair to sign Employee Benefit Systems (EBS) Group Renewal Information, Partial Self-Funded Plan Renewal, Carrier Rates/Premiums Renewal and Addendum 'A'/Verification of Purchase. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane offered the Employee Benefit Systems (EBS) Retiree Administration Form. It sets forth the terms by which EBS administers the Retiree coverage. Motion by Grasty second by Kuster to approve and authorize the Chair to sign the Employee Benefit Systems (EBS) Retiree Administration Form. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane provided the Delta Dental of Iowa Renewal Agreement for Dental Benefits. The renewal rates will not increase from the current rates. The renewal period is 1 July 2019 to 30 June 2020. Motion by Kuster second by Carney to approve and authorize the Chair to sign the Delta Dental Renewal Agreement for Dental Benefits. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane presented the Lincoln Financial Group Renewal Form. Kuster inquired if an employee must work a minimum number of hours to qualify for insurance benefits. Lane replied thirty hours per week (30 hrs/wk). Part-Time employees as defined in the Guthrie County Personnel Policy are not eligible for benefits. The form completes the renewal process and determines the most accurate rates for the Guthrie County Voluntary Life coverage. Motion by Grasty second by Kuster to approve and authorize the Chair to sign the Lincoln Financial Group Renewal Form. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane submitted a proposal seeking permission to subscribe to OpenDNS.com. She spoke with Guthrie Center Communications (GCC) about it. The service provides a risk management profile which will assist with information technology (IT) structure and protection. Currently, there is no way to monitor if employees access inappropriate sites. Lane asked GCC to research similar programs which track internet usage at a minimal cost. If the service uncovers any violations, she will address it. The service simply provides a list of blocked sites accessed by employees. It does not list the employee who tried to access the blocked site. It will notify Lane if an employee is accessing unauthorized and/or inappropriate information. The cost is twenty dollars per month (\$20/mos). GCC has utilized the service at other locations. Lane reviewed a sample report, and it just lists the blocked sites. She will receive a monthly report. Motion by Grasty second by Carney to approve a subscription for OpenDNS.com. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane provided a Human Resources Department update. The Guthrie County Benefits Fair will start tomorrow. Representatives for the medical, dental and vision plans will be available to answer questions. In addition, Iowa Public Employees Retirement (IPERs) is sending two (2) counselors. The Fair will be held at the Guthrie County Courthouse from 10:00 a.m. to 2:30 p.m. and then move to the Guthrie County Public Health Building from 3:00 p.m. to 5:00 p.m. Lane explained there are three (3) types of dental insurance available through Delta Dental of Iowa. A representative will discuss each type of coverage as well as the applicable rate. There also will be a representative from AFLAC who will talk about coverage for short term disability, cancer, hospitalization and other issues. On the second day, there will be a representative from Nationwide Insurance as well as the IPERS counselors. The Fair will be held at the same time and in the same locations on both days. Employees may meet with the representatives and get answers to their questions. The Nationwide representative will talk about supplemental benefits which enhance retirement plans. Dickson advised he tried the Dr on Demand application. Over all, it was a positive experience. There was a twenty dollar (\$20) cost. At the end, a prescription was emailed directly to his pharmacy. The application enabled him to seek medical care on his schedule. Lane pointed out the application will allow employees the same opportunity without having to take time off from work. Dickson suggested employees set up the application ahead of time before

they need it. Lane advised the Tyler Technology training for Personnel Management only lasted an hour and a half (1½ hr). There still is some time remaining which the Auditor's Office may use to rework the payroll process. The human resources piece was very simple, so that portion of the training did not take a long time. Lane informed Supervisors she will attend an Iowa Municipal Works Compensation Association (IMWCA) Training in the City of Atlantic on 16 May 2019. It is offered in the "lunch and learn" format. Lane stated she continues to build the structure of the Human Resources Department. She created an offer letter template. Elected Officials/Department Heads simply need to add the position title and rate of pay. This provides a prospective employee with all the pertinent information regarding the new position in a written document. In Lane's opinion, prospective employees like a written commitment from a new employer. The offer letter also will set forth the work hours as well as the employee's supervisor. Lane advised she is creating an on-boarding process for new employees too. Lane notified Supervisors that she is planning a Health Insurance Portability and Accountability Act (HIPAA) training in June 2019. The previous training focused more on the medical aspects. Lane will concentrate on another facet of HIPAA which is privacy.

Auditor passed around the email from Chris Carlson, Credit Analyst, Guthrie County State Bank, regarding the principal and interest payment due on 1 June 2019 for the Guthrie County Urban Renewal General Obligation Bonds. Said Bonds are secured by the Wind Farm Tax Increment Financing (TIF). There is currently \$326,486.16 in the fund. The interest due as of 1 June 2019 will be \$116,878.85. If Supervisors pay \$209,000 in principal the total payment will be \$325,878.85. According to Carney the County paid roughly \$400,000 in principal this fiscal year. This payment will drop the principal balance from \$9,061,000 to \$8,852,000. The Supervisors briefly discussed whether the State of Iowa will continue to fund the Business Property Tax Credit (BPTC). Auditor stated she checks with Susan Chambers, Executive Officer, Property Tax Division, Iowa Department of Revenue, each year about whether or not to budget for it. Motion by Carney second by Grasty to authorize the Auditor to make a principal payment in the amount of \$209,000 and an interest payment in the amount of \$116,878.85 to the Guthrie County State Bank for the Guthrie County Urban Renewal General Obligation Bond on or before 1 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented Resolution 19-35: Resolution Authorizing The Third Periodic Transfer of Funds From The Guthrie County General Basic Fund to The Guthrie County Conservation Reserve Fund. Said Resolution authorizes the Guthrie County Auditor to make a transfer of \$30,051.05 from the Guthrie County General Basic Fund (To Other Budgetary Funds-Misc Expense: 0001-99-0300-000-814990) to the Conservation Reserve Fund (General Basic Fund: 0027-0-50-6000-900000) in May 2019. In particular, the Guthrie County Board of Supervisors (Supervisors), at the request of Joe Hanner, Guthrie County Conservation Director, (Hanner) restricted \$15,924.00 of Fund: 0001 - General Basic for Raccoon River Valley Trail (RRVT) maintenance during its regular meeting on 9 August 2016. In addition, the Supervisors, at the request of Hanner, deposited \$14,127.05 of the RRVT revenue (Trail User Fees - 0001-1-22-6120-529100) into the "restricted use account" to be used for emergencies or matching funds to work on the Trail during its regular meeting on 15 September 2017. The "restricted use account" simply restricted a specified portion of the funds in Fund: 0001 - General Basic. The Guthrie County Conservation Board (GCCB) requested the Supervisors transfer these restricted funds, in the amount of \$30,051.05, from Fund: 0001 - General Basic to Fund: 0027 - County Conservation Reserve Fund pursuant to Iowa Code Section 350.6 during its regular meeting on 8 April 2019. Iowa Code Section 331.432 mandates the Supervisors must authorize all inter fund transfers by resolution. The total transfers shall not exceed \$30,051.05. Furthermore, the Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Guthrie County Conservation Director, Joe Hanner, upon completion of said transfers. Finally, it authorizes said transfer to commence upon approval of this Resolution. Motion by Carney second by Kuster to adopt Resolution 19-35: Resolution Authorizing The Third Periodic Transfer of Funds From The Guthrie County General Basic Fund to The Guthrie County Conservation Reserve Fund. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Auditor presented Resolution 19-36: Resolution Authorizing The Transfer of Funds From The Guthrie County Records Management Fund to The Guthrie County General Basic Fund. Said Resolution authorizes the Guthrie County Auditor to make a transfer of \$4,000 from the Guthrie County Records Management Fund (Office Equipment & Furniture-Misc Expense: 0024-07-8110-000-636990) to the General Basic Fund (Other Budgetary Funds: 0001-0-99-0300-904000) in May 2019. In particular, the Guthrie County Recorder (Recorder) budgeted \$4,000 in Office Equipment & Furniture-Misc Expense: 0024-07-8110-000-636990 for the Eagle Recorder System conversion. The

Recorder paid all the expenses attributed to the conversion from Office & Data Processing Equip-Misc: 0001-07-8110-000-444990. The Recorder requests the Guthrie County Board of Supervisors transfer the \$4,000 budgeted in Fund: 0024 - Records Management Fund to Fund: 0001 - General Basic. Iowa Code Section 331.432 mandates the Supervisors must authorize all inter fund transfers by resolution. The total transfers shall not exceed \$4,000. Furthermore, the Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Guthrie County Recorder, Tristen Richard, upon completion of said transfers. Finally, it authorizes said transfer to commence upon approval of this Resolution. Auditor advised there is approximately \$13,000 in Fund: 0024. Motion by Kuster second by Carney to adopt Resolution 19-36: Resolution Authorizing The Transfer of Funds From The Guthrie County Records Management Fund to The Guthrie County General Basic Fund. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

There was no discussion about any county projects.

Auditor reported she attended the FEMA Procurement Disaster Assistance Team Training yesterday morning at the Guthrie County Emergency Management Office. Over all, it was an informative training.

Carney notified Supervisors that the Heart of Iowa Region opted not change the Fiscal Year 2019-2020 Mental Health and Disabilities Services Fund Levy for Guthrie County. The ultimate goal is all three (3) Counties to be at the same level.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 21 April 2019 – 4 May 2019, the Sheriff Deputies Payroll Report for 29 April 2019 – 12 May 2019 as well as the County and Assessor Payroll Reports for 27 April 2019 – 10 May 2019.

Motion by Grasty second by Kuster to approve the Minutes from 7 May 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:59 a.m. until its regularly scheduled meeting on Tuesday, 21 May 2019. Motion by Grasty second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

21 May 2019

The Guthrie County Board of Supervisors met this 21st day of May, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Jerome “J.D.” Kuster was absent from meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Carney to approve the Agenda for 21 May 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting, to present the 28E Agreement for Use of the Guthrie County Solid Waste and Recycling Agency. Arber received signed 28E Agreements from all the participating Cities – Adair, Bagley, Bayard, Guthrie Center, Jamaica, Panora and Yale. Auditor advised Supervisors approved the 28E Agreement during the regular meeting on Thursday, 3 January 2018, so Supervisors simply need to authorize the Chair to sign the 28E Agreements. Arber reminded Supervisors that the new per capita rate takes effect on 1 July 2019. Carney confirmed all the 28E Agreements are the same. Arber replied there are seven (7) identical 28E Agreements setting forth the same rate of twenty dollars per capita (\$20/capita). Motion by Dickson second by Carney to authorize the Chair to sign the 28E Agreement for Use of the Guthrie County Solid Waste and Recycling Agency. Motion carried on a vote: Ayes: 4 Nays: 0.

Arber delivered the Guthrie County Transfer Station (TS) update. Arber assured Supervisors that the Fiscal Year 2018-2019 (FY2019) Transfer Station Budget is fine.

Joshua Sebern, Guthrie County Engineer, joined the meeting and provided a Guthrie County Secondary Roads Department (SRD) update. Sebern reported there is a bridge on County Road F25 east of the City of Yale with major problems. SRD originally was notified there were pot holes in the deck on Thursday, 18 May 2019. Then, later that day between mid-day and evening holes punched through the deck. Murphy Heavy Contracting had a crew available to move in and do an emergency patch job. Sebern opted to patch the holes in order to get the bridge back in service for one to two (1-2) years. SRD will redesign the bridge and arrange for the funding to replace it. Sebern assumes he will use SWAP funds, and roughly estimates it will cost \$750,000. Sebern notified Supervisors he is posting notices for two (2) job openings. There is one (1) employee retiring, and one (1) employee submitted his notice. At this time, there is an opening for a grader operator and a laborer. The positions will be posted internally to determine if any personnel want to shift jobs. Sebern reported SRD has been hauling a great deal of material. He has purchased over \$100,000 of rock. In fact, Schildberg Construction Company cannot keep up with the present demand. It only can handle four (4) dump trucks and a semi-truck; not the whole fleet. Therefore, a portion of the fleet is hauling gravel and the other is moving rock. Sebern has not arranged a contract haul because the roads are not fit for the heavy loads. Sebern advised there are 750 miles of gravel roads in the County, and there is at least one (1) spot in every mile which needs material. Unfortunately, there is a dire shortage of material.

Pam Lane, Guthrie County Human Resources Director, joined the meeting to offer the Nationwide Retirement Solutions Roth Contribution Amendment to the Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust. Lane proposed adding this option to the current Guthrie County Deferred Compensation Plan. She passed around the Amendment which sets forth the specific terms of the Roth option. Dickson verified there is no additional cost to the County. Grasty clarified the employee will not be assessed taxes on the gain since the employee will pay the taxes when contributing to the Roth option. Carney pointed out the Amendment addresses rollovers. In Carney's opinion, the Amendment is a good option for employees. Motion by Grasty second by Dickson to adopt and authorize the Chair to sign the Nationwide Retirement Solutions Roth Contribution Amendment to the Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust. Motion carried on a vote: Ayes: 4 Nays: 0.

Lane provided a Guthrie County Human Resources update. Lane notified Supervisors the Guthrie County Benefit Fair went fairly well. She also briefed Supervisors on the Iowa Municipal Works Compensation Association (IMWCA) seminar that she attended last week. She mentioned a couple of points. In 2017, the Iowa Legislature made changes to the worker's compensation law. An employer now has an affirmative defense, if an employee fails a drug test administered after an accident. If the employee is under the influence, IMWCA will not compensate the employee. Auditor advised the Guthrie County Personnel Policy previously was amended to address this fact. There also has been a large number of shoulder injuries throughout the State of Iowa, so a shoulder injury is a scheduled injury now. Lane handed out a flow chart entitled Fair Labor Standards Act (FLSA) White Collar Exemptions Flow Chart. It provides information on exempt versus non-exempt status.

Auditor notified Supervisors that Rose Acre Farms, Inc. filed an Iowa Department of Natural Resources (IDNR) Construction Permit Application for a confinement feeding operation. She provided Supervisors with a copy of the IDNR cover letter setting forth the Supervisors' obligations as well as two (2) articles (Construction Permit Applications and the Master Matrix; Details of Scoring the Master Matrix) included with the IDNR packet. She also

passed around the proposed Public Notice. Auditor advised the Public Notice must be published in the official newspapers no later than 30 May 2019, so she made arrangements to publish it on Thursday, 23 May 2019. She set the deadline to file written comments as Monday, 10 June 2019. Then, Supervisors can score the Master Matrix and formulate comments during the regular meeting on Tuesday, 11 June 2019. This will enable Auditor to submit all the necessary documentation to IDNR on Friday, 14 June 2019. The submission deadline is no later than Monday, 17 June 2019. The application and supporting documentation is on file in the Guthrie County Auditor's Office.

Auditor advised Supervisors may hold a public hearing for the Rose Acre Farms, Inc. Iowa Department of Natural Resources (IDNR) Construction Permit Application. According to IDNR, it is not required, but it is optional. Auditor suggested holding the Hearing on Tuesday, 4 June 2019. Supervisors briefly discussed the matter. Motion by Carney second by Grasty to schedule the Public Hearing for the Rose Acre Farms, Inc. Iowa Department of Natural Resources (IDNR) Construction Permit Application on 4 June 2019 at 10:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Carney second by Grasty to approve the Public Notice and authorize publication in the official newspapers on Thursday, 23 May 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor researched the 2020 Census New Construction Program. It is a voluntary program. Supervisors briefly discussed the Program. They expressed concerns about available manpower and resources. Supervisors reached a consensus not to participate in the Program.

Auditor reminded Supervisors about the 2020 Census Complete County Committee. Supervisors are confident the Census Bureau will follow up on the count regardless if there is a committee. Supervisors reached a consensus not to establish a committee.

Bandon Thompson, Guthrie County Facilities Manager, joined the meeting. Thompson notified Supervisors the scale vendor will recalibrate Transfer Station scale tomorrow.

There was no additional discussion about any county projects.

Carney briefed Supervisors on the Heart of Iowa Region Board Meeting held on Monday, 20 May 2019. Region is cutting down on transportation. It also made changes to the Dallas County Jail services. This should slow down the prescribing of medications. Sheriff Marty Arganbright, Guthrie County Sheriff, was present for the briefing. He stated that he voluntarily took steps to drastically reduce the prescription medications in the Guthrie County Jail too. Inmates only utilize telespsych if they need and request it. All in all, the Region's business is going much better now according to Carney.

Sheriff confirmed with Sid Samuels, President of the Samuels Group Inc. that the survey is underway for the Guthrie County Jail Project. Sheriff is unsure about the status of the soil testing.

Lloyd left the meeting at 10:40 a.m.

Auditor proposed an increase to Election Poll Workers' compensation. She recommended the compensation transition from an hourly rate to a flat rate. She suggested the Precinct Chairs receive \$225, and the Precinct Workers earn \$175. The flat fee will cover the election as well as the training. All the workers still will receive mileage. The increase equates to approximately fifty dollars (\$50) per worker for an election. Auditor advised there are enough funds in the FY2020 Auditor Budget because she budgeted for a special election which Supervisors opted not to hold in August 2019. Motion by Carney second by Grasty to authorize Auditor to pay a precinct chair \$225 per election and a precinct worker \$175 per election effective 1 July 2019. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Carney second by Grasty to approve the Minutes from 14 May 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Grasty second by Carney to approve the Claims from 8 May 2019 – 21 May 2019 in the amount of \$761,220.88. Motion carried on a vote: Ayes: 3 Nays: 0.

Lloyd returned to the meeting at 11:20 a.m.

There being no further business to come before the Board at this time, the Board adjourned at 11:30 a.m. until its regularly scheduled meeting on Tuesday, 28 May 2019. Motion by Dickson second by Grasty. Motion carried on a vote: Ayes: 4 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

28 May 2019

The Guthrie County Board of Supervisors met this 28th day of May, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster.

The meeting came to order at 9:00 a.m.

Motion by Kuster second by Grasty to approve the Agenda for 28 May 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the May 2019 Information Technology (IT) Report. Garland reported the main server for the Guthrie County Courthouse only has one point seven gigabytes (1.7 GB) of free space. He deleted some unnecessary file, so there are sixteen gigabytes (16 GB) now. There should be 100 GB of free space. This server stages the updates, so there may be updates awaiting download by the Departments.

Supervisors had a joint Drainage District Meeting with the Greene County Board of Supervisors regarding Drainage District Greene 104-Guthrie 8. The meeting came to order at 9:20 a.m. John Muir, Chair, Greene County Board of Supervisors, served as the Chair for the joint meeting. Guthrie County Auditor previously handed out the Expenditure Detail Report. The year to date expenditures for FY2019 is \$3,276.43. Per Michelle Fields, Greene County Drainage Clerk, the Drainage District needs \$3,277.60 to cover the FY2019 expenditures. Carney verified the assessment rate only applies to the land within the Drainage District. All the Supervisors concurred the Report is fine. According to Fields, the new assessment rate must be four percent (4%) to generate the necessary revenue. Motion by Grasty second by Lloyd to set the assessment rate at four percent (4%) for Drainage District Greene 104-Guthrie 8. Motion carried on a vote: Ayes: 10 Nays: 0.

Fields reported the interest rate for waivers historically is six percent (6%). Guthrie County Auditor explained the reason for it. In particular, a land owner with a drainage district assessment greater than \$500 can opt to make payments per the Iowa Code. The County charges interest on the installment payments. Motion by Dawn Rudolph second by Carney to set the interest rate for waivers at six percent (6%) in Drainage District Greene 104-Guthrie 8. Motion carried on a vote: Ayes: 10 Nays: 0.

There being no further business to come at this time in the joint Drainage District Meeting with the Greene County Board of Supervisors regarding Drainage District Greene 104-Guthrie 8, the meeting adjourned at 9:25 a.m.

Marci Schreck, Guthrie County Treasurer, joined the meeting to present the Chapter 28E Agreement Between the City of Guthrie Center and Guthrie County for the Collection of Delinquent Parking Fines. This is a new agreement with the City of Guthrie Center regarding the collection of delinquent parking fines in conjunction with the renewal of

motor vehicle registrations pursuant to Iowa Code Section 321.40 and 331.553. Under the new 28E Agreement, the Treasurer's Office will put a stop in the Iowa Department Of Transportation (IDOT) system, but the City will collect the delinquent fines. The Treasurer's Office simply will refer all stops due to delinquent fines to the City. Motion by Grasty second by Dickson to approve and authorize the Chair to sign the Chapter 28E Agreement Between the City of Guthrie Center and Guthrie County for the Collection of Delinquent Parking Fines. Motion carried on a vote: Ayes: 5 Nays: 0.

Treasurer requested the assignment of the Tax Sale Certificate for Parcel Number 000145830 held by the County. David P. and Julie Stone currently own Parcel 000145830. The parcel is located at Diamondhead Lake. Carla Van Zuuk and Zachary Dierks want the County to sign over the Tax Sale Certificate in exchange for payment of the balance due, \$3,992.75. Motion by Dickson second by Carney to assign Guthrie County's Tax Sale Certificate for Parcel Number 000145830 to Carla Van Zuuk and Zachary Dierks for the balance due, \$3,992.75. Motion carried on a vote: Ayes: 5 Nays: 0.

Treasurer inquired about the possible disposition of Parcel Number 0001177100. Presha Cockerham currently is the owner of said parcel. It is located at 806 North Street, Guthrie Center, Iowa. In 2005, the City tore down the house and assessed the costs against the property. Cockerham has not paid the property taxes since Tax Year 2005. The County has held the Tax Sale Certificate since 2008. It is a little, old lot, and Treasurer has no contact with Cockerham. The balance due is \$73,190.40. The City continues to mow the property each year and assesses these costs against the property. Treasurer advised Laura Wolfe, Guthrie Center City Administrator, addressed the matter with the Guthrie Center City Council. Treasurer recommends Supervisors assign the Tax Sale Certificate to the City and let the City figure out what to do with the parcel. Only the City may remove the special assessments. Treasurer advised the breakdown of the balance due is \$1,994 for the delinquent property taxes, \$19,171.40 in special assessments and \$52,025 in interest. She advised the City is ready to wipe out the special assessments as well as the interest; however, the City will not pay the total balance due. Dickson suggested the Guthrie Center School District may want the parcel for a construction trades class. Supervisors reached a consensus to abate the taxes due and owing, if the County assigns it to the Guthrie Center School District. Treasurer stated she does not need an answer today. Motion by Dickson second by Carney to table the disposition of Parcel Number 0001177100 until the next regular meeting on Tuesday, 4 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

At this time, the Supervisors moved onto the Public Hearing for the Second Fiscal Year 2018-2019 Guthrie County Budget Amendment. Motion by Grasty second by Carney to open the Public Hearing for the Second Fiscal Year 2018-2019 Guthrie County Budget Amendment at 10:00 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. There were no members of the public present for the Public Hearing. Auditor provided a copy of the Iowa Department of Management Record Of Hearing And Determination On The Amendment To County Budget dated 28 May 2019 along with the schedule of the Second Fiscal Year 2018-2019 Guthrie County Budget Amendment Appropriations. Auditor shared the breakdown of revenue and expenses by fund. Since there was no further discussion concerning the Second Fiscal Year 2018-2019 Guthrie County Budget Amendment, motion by Carney second by Grasty to close the Public Hearing for Second Fiscal Year 2018-2019 Guthrie County Budget Amendment at 10:13 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Dickson second by Carney to accept the Second Fiscal Year 2018-2019 Guthrie County Budget Amendment. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed Resolution 19-37: Adoption of Second Fiscal Year 2018-2019 Guthrie County Budget Amendment. Said Resolution hereby adopts the Second Budget Amendment for Fiscal Year 1 July 2018 through 30 June 2019 as published in the Notice of Public Hearing for Amendment of Fiscal Year 2018-2019 Budget (Meeting Date: 28 May 2019) and presented in the public hearing on 28 May 2019. In particular, Iowa Code Section 331.435 mandates the Guthrie County Board of Supervisors shall adopt a budget amendment, by resolution, upon conclusion of a public hearing concerning the budget amendment. The Guthrie County Board of Supervisors met the publication requirements set forth in Iowa Code Section 331.435 by publishing the Notice of Public Hearing for Amendment of Fiscal Year 2018-2019 Budget (Meeting Date: 28 May 2019) in the Guthrie County Times Vedette and The News Gazette on 9 May 2019. The Guthrie County Board of Supervisors fulfilled its obligation to hold a public hearing as mandated by Iowa Code Section 331.435 by holding said public hearing on 28 May 2019 at 10:00 a.m. Supervisors hereby adopt the attached Record of Hearing and Determination on the Amendment to the Guthrie County Budget for the Fiscal Year 2018-2019. Motion by Grasty second by Kuster to approve Resolution 19-37: Adoption of Second

Fiscal Year 2018-2019 Guthrie County Budget Amendment. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Auditor presented Resolution 19-38: Appropriations Resolution for Second Fiscal Year 2018-2019 Guthrie County Budget Amendment. Said Resolution amends the Guthrie County Board of Supervisors Fiscal Year 2018-2019 Budget appropriations as set forth on the attached schedule. In particular, it is desired to make appropriations for each of the different officers and departments for the fiscal year beginning 1 July 2018 in accordance with Iowa Code Section 331.434(6). There is a need to amend the original appropriations set forth in Resolution 18-25 Appropriations Resolution for the Fiscal Year 2018-2019 Budget. There is a need to authorize a second amendment of the appropriations as provided in Resolution 19-33 Appropriations Resolution for Fiscal Year 2018-2019 Guthrie County Budget Amendment. The amounts itemized by fund and by department or office on the attached schedule are hereby amended and re-appropriated from the resources of each fund so itemized to the department or office listed in the first column on the same line. Subject to the provisions of the other county procedures and regulations, and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer listed to make expenditures or incur obligations from the itemized fund, effective 28 May 2019. In accordance with Iowa Code Section 331.437, no department or officer shall expend or contract to expend any money or incur liability, or enter into any contract which by its terms involves the expenditures of money for any purpose in excess of the amounts appropriated pursuant to this resolution. If at any time during the 2018-2019 budget year the Auditor shall ascertain that the available resources of a fund for the year will be less than said fund's total appropriations, the Auditor shall immediately so inform the Board of Supervisors and recommend appropriate corrective action. The Auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The Auditor shall report the status of such accounts to the applicable departments and officers monthly during the 2018-2019 budget year. All appropriations authorized pursuant to this resolution lapse at the close of the business 30 June 2019. Motion by Carney second by Grasty to approve Resolution 19-38: Appropriations Resolution for Second Fiscal Year 2018-2019 Guthrie County Budget Amendment. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Sheriff Marty Arganbright, Guthrie County Sheriff, and Sid Samuels, President, The Samuels Group Inc., joined the meeting to discuss the Phase Two (2) Guthrie County Jail Project Building Estimate. Brandon Thompson, Guthrie County Facilities Manager, also was present for the discussion. Samuels handed out the Guthrie County LEC Addition Referendum Estimate dated 28 May 2019. It is a summary of the estimated costs for the Guthrie County Law Enforcement Center Addition. The current Total Project Budget estimate is \$8,092,437.

There was no additional information provided regarding Phase Two (2) of the Guthrie County Jail Project.

Sheriff provided a brief Guthrie County Sheriff's Department update. Currently, the Jail is housing fewer inmates. The new Guthrie County Attorney is doing a good job. She got things rolling and cleared out the Jail. Furthermore, she continues to make a difference in the County. In Sheriff's opinion, the Jail does not need to be full all the time. Over all, things are going fine. Recently, there have been a great deal of motor vehicle accidents involving deer. Sheriff recommends drivers be cautious.

Marci Schreck, Guthrie County Treasurer, returned to the meeting along with Jim Nelson, General Manager, Coon Valley Telco, to request the assignment of the Tax Sale Certificates for Parcel Numbers 0001267400 and 0001267600 held by the County. TF55 CCSB currently owns Parcel Number 0001267400, and TF28 CCSB currently owns Parcel Number 0001267600. The parcels are located in the business district within the City of Menlo. Coon Valley Telco is interested in the parcels to erect a building. Nelson is researching costs. The County has held the Tax Sale Certificate on Parcel Number 0001267400 since 2010. As of May 2019, the special assessment plus interest (\$16,574.53) is \$21,822.33, and the delinquent property taxes are \$2,184.47 for said parcel. Therefore, the total balance due is \$24,006.80. The County has held the Tax Sale Certificate on Parcel Number 0001267600 since 2013. As of May 2019, the delinquent property taxes are \$739 for said parcel. County currently does not collect any property taxes on the parcels. Supervisors notified Nelson that they only can negotiate with respect to the delinquent property taxes. Nelson must work with the City regarding the special assessment. Motion by Dickson second by Grasty to assign Guthrie County's Tax Sale Certificates for Parcel Numbers 0001267400 and 0001267600 to Coon Valley Telco for the

delinquent property taxes due, \$2,923.47, conditioned upon Coon Valley Telco reaching an agreement with the City of Menlo concerning the special assessment plus interest totaling \$21,822.33. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented Resolution 19-39: Resolution authorizing a Loan Agreement and the issuance of a General Obligation Urban Renewal Bond, Series 2019, in the maximum principal amount of \$2,000,000, for urban renewal purposes of Guthrie County, Iowa. In particular, the Board of Supervisors (the "Board") of Guthrie County, Iowa (the "County") has taken action to create the Guthrie County Urban Renewal Area (the "Urban Renewal Area"). Furthermore, the Board has adopted an Ordinance for the division of taxes levied on property in the Urban Renewal Area which establishes the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the "Urban Renewal Tax Revenue Fund"), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the County for the payment of the principal of and interest on Bonds or notes issued under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area. Pursuant to Section 331.402 of the Code of Iowa, the Board has heretofore proposed to enter into a loan agreement (the "Loan Agreement") and issue General Obligation Urban Renewal Bonds, for the purpose of paying the cost, to that extent, of planning, undertaking, and carrying out projects within the Urban Renewal Area, consisting of construction, reconstruction and improvement of county roads, bridges and culverts (the "Projects"), and the County has published a notice of such proposal and has held a hearing thereon and has otherwise complied with statutory requirements for issuing such Bonds. Since a proposal has been received from Guthrie County State Bank (the "Purchaser") for the purchase a General Obligation Urban Renewal Bond, Series 2019, in the maximum principal amount of \$2,000,000 (the "Series 2019 Bond"), it is now necessary and advisable that the Series 2019 Bond be issued pursuant to the provisions of Section 331.402 of the Code of Iowa. Therefore, it is resolved by the Board of Supervisors of Guthrie County, Iowa, as follows: Section 1: The County shall enter into the Loan Agreement with the Purchaser, providing for a loan to the County in the maximum principal amount of \$2,000,000, for the purpose set forth in the preamble of this Resolution. The Chairperson of the Board and the County Auditor are hereby authorized to sign the Loan Agreement on behalf of the County, and the Loan Agreement is hereby approved. Section 2: The proposal from the Purchaser for the purchase of the Series 2019 Bond is hereby approved. Section 3: Pursuant to and as authorized by the Constitution and laws of the State of Iowa, and particularly Section 331.402 of the Code of Iowa, the Series 2019 Bond is hereby authorized to be issued to the Purchaser, in the maximum principal amount of \$2,000,000, to be dated the date of its delivery to the Purchaser. The Series 2019 Bond shall bear interest, shall be payable as to principal and interest, and shall have such other terms as are incorporated in the form of the Series 2019 Bond set out in Section 4 hereof. The Series 2019 Bond shall be fully registered as to principal and interest in the name of the holder on the books of the County, and after such registration, payment of the principal thereof and interest thereon shall be made only to the Registered Holder. Upon the request in writing of such Registered Holder personally or by its attorney in fact the Series 2019 Bond may be transferred to a designated transferee. The County Auditor is hereby designated as the registrar and paying agent for the Series 2019 Bond and may be hereinafter referred to as the "Registrar" or the "Paying Agent". The Series 2019 Bond shall be executed on behalf of the County with the official signature of the Chairperson and attested by the official signature of the County Auditor and shall be a fully registered Bond without interest coupons. In case any officer whose signature appears on the Series 2019 Bond shall cease to be such officer before the delivery of the Series 2019 Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Section 4: The Series 2019 Bond shall be in substantially the form of the attached Series 2019 Bond Certificate. Section 5: The Series 2019 Bond shall be executed as herein provided as soon after the adoption of this resolution as may be possible and thereupon shall be delivered to the Registrar for registration and delivery to the Purchaser. The Chairperson and the County Auditor are hereby authorized to execute and deliver such additional documentation as they, with the advice of bond counsel, deem necessary to carry out the purposes of this resolution and to facilitate the issuance of the Series 2019 Bond. Section 6: During the period commencing on the date of the Series 2019 Bond and continuing to and including the maturity date, advances (the "Advances") on the Series 2019 Bond may be requested by the County Engineer in such amounts and at such times as are needed to pay costs of the Project but no more often than once per month, and the date and amount of each advance shall be entered by the Purchaser on the Schedule of Advances on the Series 2019 Bond, and each Advance shall bear interest from the date of such entry. Section 7: Principal of and interest on the Bond shall be paid as follows: Interest on the outstanding principal of the Bond shall be paid on December 1, 2019, and on each June 1 and December 1 thereafter until maturity. Principal of the Bond shall bear interest from the date of each Advance until the first Interest Adjustment Date (as hereinafter defined) at the rate per

annum equal to the monthly average for the May, 2019 yield at “constant maturity” of the three-year U.S. Treasury Index, plus 200 basis points, not to exceed 4.73%. On June 1, 2019, June 1, 2022; June 1, 2025 and June 1, 2028; (the “Interest Adjustment Dates”), the interest rate on the Bond will be adjusted to a rate (the “Adjusted Interest Rate”) per annum equal to the yield at “constant maturity” of the three-year U.S. Treasury Index, plus 200 basis points. As used herein, the term U.S. Treasury Index means the average for the most recent month prior to an Interest Adjustment Date, as shown in Federal Reserve Statistical Release H. 15. If on any Interest Adjustment Date the three-year U.S. Treasury Index is no longer available, the Purchaser shall select a new index for adjustment which is based upon comparable information. No Adjusted Interest Rate may be more than 2% higher or lower than the preceding rate, and no Adjusted Interest Rate may exceed 8% per annum or be less than 3% per annum. On June 1, 2020, and on each June 1 and December 1 as long as any of the principal of the Bond remains outstanding, to the extent there are proceeds remaining in the Urban Renewal Tax Revenue Fund following each required payment of interest, such proceeds shall be applied to the payment of principal of the Bond. Section 8: The County reserves the right to prepay principal of the Series 2019 Bond in whole or in part at any time prior to and in inverse order of maturity on terms of par and accrued interest, provided notice is given by electronic means or by certified mail to the Purchaser, not less than thirty (30) days prior to the date set for prepayment and provided such prepayment may occur no more often than once per month. All principal so prepaid shall cease to bear interest on the prepayment date. Section 9: The Series 2019 Bond shall be a general obligation of the County, but, in addition, the County hereby pledges the Urban Renewal Tax Revenue Fund to the payment of the Series 2019 Bond, as well as the portion of taxes referred to in Subsection 2 of Section 403.19 of the Code of Iowa to be paid into such Fund. Section 10: The Series 2019 Bond issued pursuant to this resolution is declared to be issued for an essential public and governmental purpose. Section 11: The Series 2019 Bond shall recite in substance that it has been issued by the County in connection with an urban renewal project as defined in Chapter 403 of the Code of Iowa and in any suit, action or proceeding involving the validity or enforceability of any bond issued hereunder or the security therefor, such Series 2019 Bond shall be conclusively deemed to have been issued for such purpose and such project shall be conclusively deemed to have been planned, located and carried out in accordance with the provisions of Chapter 403 of the Code of Iowa. Section 12: The proceeds of the Series 2019 Bond shall be expended for purposes which are consistent with the urban renewal plan for the Urban Renewal Area. Section 13: After its adoption, a copy of this resolution shall be filed in the office of the County Auditor to evidence the continuing pledging of the Urban Renewal Tax Revenue Fund and the portion of taxes to be paid into such Fund, and, pursuant to Section 403.19 of the Code of Iowa, the Board hereby certifies to the County Auditor that the Series 2019 Bond qualifies for payment from such Fund and directs the Auditor to allocate the taxes in accordance therewith and in accordance with the tax allocation ordinance referred to in the preamble hereof. Section 14: It is the intention of the County that interest on the Series 2019 Bond be and remain excluded from gross income for federal income tax purposes pursuant to the appropriate provisions of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations in effect with respect thereto (all of the foregoing herein referred to as the “Internal Revenue Code”). In furtherance thereof, the County covenants to comply with the provisions of the Internal Revenue Code as they may from time to time be in effect or amended and further covenants to comply with the applicable future laws, regulations, published rulings and court decisions as may be necessary to insure that the interest on the Series 2019 Bond will remain excluded from gross income for federal income tax purposes. Any and all of the officers of the County are hereby authorized and directed to take any and all actions as may be necessary to comply with the covenants herein contained. The County hereby designates the Series 2019 Bond as a “Qualified Tax Exempt Obligation” as that term is used in Section 265(b)(3)(B) of the Internal Revenue Code. Section 15: All resolutions and orders or parts thereof in conflict with the provisions of this resolution are, to the extent of such conflict, hereby repealed. Section 16: This resolution shall be in full force and effect immediately upon its adoption and approval as provided by law. Auditor passed around a draft of Resolution 19-39. She advised the interest provision will be worded the same as the interest provision in the Series 2016 Bond pursuant to a discussion between Chris Carlson, Credit Analyst, Guthrie County State Bank and Robert E. Josten, Dorsey & Whitney LLP, Bond Counsel for the County. She passed around the email correspondence between Carlson and Josten. The maximum principal amount of the Series 2019 General Obligation Bond will be \$2,000,000. Auditor advised Supervisors must pass the Resolution during this regular meeting in order for the County to avail itself of the same interest rate as the Series 2016 Bond. Josten will provide the final version of Resolution 19-39 along with the accompanying documents to Auditor. Grasty inquired if Supervisors could have redone the process and procured via sale a flat rate general obligation in lieu of the Series 2019 Bond. Auditor replied it was possible, but only if Supervisors redid the entire process. Motion by Carney second by Grasty to approve Resolution 19-39: Resolution authorizing a Loan Agreement and the issuance of a General Obligation Urban Renewal Bond, Series 2019, in the maximum principal amount of \$2,000,000, for urban

renewal purposes of Guthrie County, Iowa. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Thompson rejoined the meeting to updated Supervisors on the automated external defibrillators (AED's). He conducted research through the United States Food and Drug Administration (FDA). The units are subject to a recall. Some of models contained a resistor which caused a problem in the circuit. Glenda Edwards, SRD Office Manager/Guthrie County Risk Manager, contacted the supplier and manufacturer. As long as the LED light is green, the unit is fine, and there is no need to replace it. The County may exchange the units for remanufactured/refurbished AED's with no batteries or supplies. Thompson advised all of the County's units have a green light.

Supervisors did not discuss any other pending county projects.

Auditor announced she needs to procure a new photocopier/printer/scanner. She received a quote from Infomax Office Systems and Access Systems. Auditor submitted the Infomax Office Systems Printmax Plus Agreement as well as the ConnectPlus Agreement to the Assistant Guthrie County Attorney. Auditor requested Supervisors table the Agreements until the next regular meeting. She is working with the Infomax representative to address the Assistant County Attorney's concerns and negotiate a lower price. In Auditor's opinion, it is more economical as well as fiscally responsible to lease a machine from Infomax and upgrade it every five (5) years than purchase a machine from Access Systems and enter into a maintenance agreement. Motion by Dickson second by Kuster to table approve and sign the Infomax Office Systems Printmax Plus Agreement as well as the Infomax Office Systems ConnectPlus Agreement. Motion carried on a vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Motion by Grasty second by Dickson to approve the Minutes from 21 May 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:15 p.m. until its regularly scheduled meeting on Tuesday, 4 June 2019. Motion by Carney second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

4 June 2019

The Guthrie County Board of Supervisors met this 4th day of June, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Carney to approve the Agenda for 4 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Pam Lane, Guthrie County Human Resources Director, joined the meeting to discuss the creation of an Information Technology (IT) position. She presented the proposed IT Job Description as well as the Salary: Information Services document. At the request of Supervisors, she checked into this position and gathered more specific information. Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), was present for the discussion. In his opinion, the IT position is going to chase time; especially, if it only is forty hours per week (40 hrs/wk) with flexible time. Thornberry acknowledged the Panora Communications Cooperative Agreement is set up so Supervisors may decide when to shift the IT services to an in-house position. He admitted this was the ultimate goal, and GCC is willing to support it. Dickson inquired about the "buy out" clause. Thornberry does not think there is such a clause in the Agreement. Dickson asked Thornberry about GCC providing backup for the new position. Specifically, if the County creates the position, will GCC assist for an hourly rate when the employee is unavailable? Thornberry replied it is possible; however, there must be collaboration with GCC to ensure GCC has insight into the systems. Supervisors directed Auditor to schedule more time with the regular IT Update to discuss it. Lane will provide a revised job description for the next regular meeting on Tuesday, 11 June 2019.

Lane provided a Guthrie County Human Resources update. Grasty and Kuster will attend the next Department Head Meeting on Wednesday, 5 June 2019. Lane advised she will provide employee training regarding the IT monitoring. She will emphasize there is no expectation of privacy on County computer systems. Lane plans to package it with Family Medical Leave Act (FMLA) or Work Place Harassment training. Lane advised progress continues with the National Incident Management System (NIMS) training. Furthermore, she is updating all the employee training records. Lane notified Supervisors of the posting for a new Guthrie County Secondary Roads Department (SRD) laborer as well as a part-time Clerk in the Guthrie County Recorder's Office. There also is an open SRD grader position posted internally. If there is no interest, it will be posted to the public. Carney confirmed a different SRD position could become available, if an existing employee takes the grader position.

Karen Varley, Stuart RAGBRAI Committee, joined the meeting to propose Guthrie County Ordinance No. 36 - Temporary Regulations to Govern Activities Associated with RAGBRAI®. Varley is appearing on behalf of the RAGBRAI Committee. She advised there will be an overnight stop in the City of Atlantic. The participants will travel across White Pole Road and pass through the Cities of Adair, Casey, Menlo and Stuart. This is an opportunity to show case the County as well as a potential boom in tourism. Dickson confirmed the goal is try to keep outside vendors from taking business away from local vendors. Grasty pointed out unpermitted vendors do not carry a share of the expense borne by local communities. Varley will coordinate with the County Attorney.

At this time, the Supervisors moved onto the Public Hearing for the Rose Acre Farms, Inc. Iowa Department of Natural Resources (IDNR) Construction Permit Application. Motion by Dickson second by Grasty to open the Public Hearing for the Rose Acre Farms, Inc. Iowa Department of Natural Resources (IDNR) Construction Permit Application at 10:00a.m. Motion carried on a vote: Ayes: 5 Nays: 0. There were no members of the public present for the Public Hearing. John Knobe and Mike Clayton appeared on behalf of Rose Acres Farms, Inc. along with Ivan Droessler, Principal, Senior Agricultural Engineer, ISG. Auditor passed around the email from Jerry Jordison, Environmental Specialist Senior, Iowa Department of Natural Resources, inviting Supervisors to the site survey on Thursday, 6 June 2019 at 10:30 a.m. Lloyd and Kuster will attend it. Knobe spoke on behalf of Rose Acres. Lloyd inquired if there will be a dryer. Knobe replied the structure just will be manure storage. Rose Acres will remove the dry manure in the high-rise houses and transport it to the storage building. There are vent fans on each end of the structure to circulate air. Only dry manure will be stored in the structure. Knobe advised the structure will be 105 feet by 300 feet hoop building. It will be similar to the structure at the facility in Stuart, Iowa. Kuster asked when Rose Acres plans to erect the new structure. Knobe replied this fall, if Rose Acres secures all the permits. The goal is to have the structure ready for this winter. Due to the existing drainage channels on both sides of the property, Rose Acres has to install a storage basin. It will be a secondary containment and store ten percent (10%) of the volume of the facility. This includes ten percent (10%) of the manure capacity plus ten percent (10%) of the stormwater runoff. Since there was no further discussion concerning the Rose Acre Farms, Inc. Iowa Department of Natural Resources (IDNR) Construction Permit Application, motion by Kuster second by Carney to close the Public Hearing for Rose Acre Farms, Inc. Iowa Department of Natural Resources (IDNR) Construction Permit Application at 10:12 a.m. Motion carried on a vote: Ayes: 5 Nays: 0.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting and presented the quote from R & A Risk Professionals for 2019 Underground Storage Tank Compliance Inspection. Thompson advised it is time for the inspection of the underground storage tank which holds the generator fuel. Upon completion of the inspection, the inspector will send a report to IDNR. The County will receive a compliance certificate from IDNR. The inspection must be completed by 29 July 2019. Motion by Carney second by Grasty approve the quote from R & A Risk Professionals for 2019 Underground Storage Tank Compliance Inspection and authorize the Chair to sign the associated document. Motion carried on a vote: Ayes: 5 Nays: 0.

Thompson provided a brief Facilities Manager update.

Marci Schreck, Guthrie County Treasurer joined the meeting to revisit the discussion concerning the disposition of Parcel Number 0001177100. Supervisors tabled the discussion during the last, regular meeting on Tuesday, 28 May 2019. Schreck inquired if Supervisors made any decisions. Dickson visited the property and observed it is very steep. Treasurer reminded Supervisors she spoke with the Guthrie Center City Administrator about the property as well as the on-going special assessments. The City Administrator thinks the Guthrie Center City Council may be willing to handle the property, if Supervisors are willing to abate the delinquent property taxes and assign the property to the City. Treasurer recommended Supervisors abate the delinquent property taxes conditioned upon the City vacating the special assessments as well as the interest and procuring clear title to the property. Treasurer advised the total delinquent property taxes due are \$1,994. Motion by Dickson second by Grasty to abate the delinquent property taxes in the amount of \$1,994 and assign Guthrie County's Tax Sale Certificates for Parcel Number 0001177100 to the City of Guthrie Center conditioned upon the City vacating \$19,171.40 in special assessments and \$52,025 in interest as well as procuring clear title to the property. Motion carried on a vote: Ayes: 5 Nays: 0.

Sheriff Marty Arganbright provided the Guthrie County Sheriff's Department update. Sheriff reported a Deputy struck a deer last Friday night. The vehicle sustained damage and will require some repairs. Sheriff commented on RAGBRAI traversing White Pole Road.

Sheriff Marty Arganbright, Guthrie County Sheriff, and Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, presented a Phase Two (2) Guthrie County Jail Project update. Chris Bauer, Civil Engineer, Shive Hattery, Deputy Michael Herbert, and Thompson also were present for the discussion. The main focus of the presentation was to go over the Guthrie County Courthouse site plan. Lewis handed out three (3) ledger size diagrams of the site as well as a Statement of Probable Costs and a Site Construction Cost Opinion. The Site Construction Cost estimates the costs associated with all of the site work. Bauer incorporated a conceptual building rendering of the 14,800 square foot Addition. There is a drive through sally port on the east side which connects to the existing parking lot. The sally port enables law enforcement officers to drop off and load inmates in a secure location. The main entrance is on the west side of the Addition. There can be nine (9) parking stalls west of the Addition. This is an option to consider, but it will cut into the green space. Furthermore, three (3) parallel stalls along Highway 25 will be lost due to the entrance. The net gain will be six (6) spaces. Bauer wants to get rid of the lower exercise area and infill it. This will raise the grade and promote drainage. It will require water proofing modifications to the existing wall as well as the blocked-in openings to protect the wall. Bauer will tilt the area to drain, so it will alleviate issues in the current parking lot. Bauer anticipates law enforcement will enter the sally port from Grand Street. This is the opposite direction from which law enforcement currently enters the Courthouse. There will be parking for law enforcement in the sally port area. He needs to work with the City of Guthrie Center regarding the existing entrances to the current parking lot. These entrances are deteriorating slowly. Furthermore, the island is a maintenance issue. Thompson wants to get rid of it. Bauer proposes removal of the island and extending the parking area to gain three (3) additional parking spaces. Bauer and Lewis do not anticipate resurfacing the entire parking lot at this time. They understood Thompson to say the parking lot still has some life left in it. In Bauer's opinion, Supervisors do not need to replace the current parking lot because it is in decent shape. He does recommend some patching though. Lloyd inquired about an overlay. Lloyd also asked about the underground detention basin. Bauer replied based on the overall standards and liability, he recommends installation of the detention basin when converting to an impervious surface to slow the drainage. In short, the project needs a detention basin to guard against any liability. Lewis advised this is a conceptual budget. He will refine the details when he works through the detailed design.

Auditor presented Resolution 19-23: Approve Appropriations Resolution for Fiscal Year 2019-2020. Said Resolution hereby adopts the Guthrie County Board of Supervisors Fiscal Year 2019-2020 Budget appropriations as set forth on the attached schedule. In particular, it is desired to make appropriations for each of the different officers and departments for the fiscal year beginning 1 July 2019 in accordance with Iowa Code Section 331.434(6). The amounts itemized by fund and by department or office on the attached schedule are hereby appropriated from the resources of each fund so itemized to the department or office listed in the first column on the same line. Subject to the provisions of the other county procedures and regulations, and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer listed to make expenditures or incur obligations from the itemized fund, effective 1 July 2019. In accordance with Iowa Code Section 331.437, no department or officer shall expend or contract to expend any money or incur liability, or enter into any contract which by its terms involves the expenditures of money for any purpose in excess of the amounts appropriated pursuant to this resolution. If at any time during the 2019-2020 budget year the Auditor shall ascertain that the available resources of a fund for the year will be less than said fund's total appropriations, the Auditor shall immediately so inform the Board of Supervisors and recommend appropriate corrective action. The Auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The Auditor shall report the status of such accounts to the applicable departments and officers monthly during the 2019-2020 budget year. All appropriations authorized pursuant to this resolution lapse at the close of the business 30 June 2020. Motion by Dickson second by Carney to approve Resolution 19-23: Approve Appropriations Resolution for Fiscal Year 2019-2020 setting appropriations for each Department at seventy-five percent (75%) of the Fiscal Year 2019-2020 Guthrie County Budget. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Supervisors did not discuss any pending county projects.

Auditor submitted the Guthrie County Financial Statements and Audit Report for Fiscal Year 2017-2018 along with the accompanying Representation Letter. Dickson expressed concerns about the segregation of duties comments regarding the Guthrie County Sheriff's Department. He does not want to approve the Financial Statements and Audit Report nor sign the Representation Letter until Supervisors speak with a representative from the State of Iowa Auditor's Office. Auditor will schedule a conference call with the State Auditor's Office during the next, regular meeting on Tuesday, 11 June 2019. Motion by Dickson second by Carney to table approval of the Guthrie County Financial Statements and Audit Report for Fiscal Year 2017-2018 along with signing of the accompanying Representation Letter until the next, regular meeting on Tuesday, 11 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the Infomax Office Systems Lease Agreement for Copier/Printer/Scanner. She addressed the concerns raised by Tim Benton, Assistant Guthrie County Attorney. The property and liability insurance carried by the County is sufficient to satisfy the insurance requirements. Auditor advised she prefers the original quote of \$179 per month. Motion by Carney second by Lloyd to approve and authorize the Auditor to sign the Infomax Office Systems Lease Agreement for a Copier/Printer/Scanner. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 28 May 2019. Motion by Dickson second by Grasty to table the Minutes from 28 May 2019 to the regular meeting on Tuesday, 11 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Kuster to approve the Claims from 22 May 2019 – 4 June 2019 in the amount of \$462,186.19. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 5 May 2019 – 18 May 2019, the Guthrie County Sheriff Deputies Payroll Report for 13 May 2019 – 26 May 2019 as well as the County and Assessor Payroll Reports for 11 May 2019 – 24 May 2019.

There being no further business to come before the Board at this time, the Board adjourned at 12:30 p.m. until its regularly scheduled meeting on Tuesday, 11 June 2019. Motion by Dickson second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

11 June 2019

The Guthrie County Board of Supervisors met this 11th day of June, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome “J.D.” Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 11 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 13 May 2019. Hanner announced the BACooN Trail Ride will be Saturday, 15 June 2019.

Tammy Hollingsworth, Audit Manager, Iowa Auditor of State’s Office, called into the meeting. Dickson inquired about the comments in the Schedule of Findings for the Fiscal Year 2017-2018 Audit Report prepared by the Iowa Auditor of State’s Office. He pointed out there are reoccurring comments which address the same issues every year. Furthermore, the conclusion accepts the same responses entered each year. Hollingsworth focused her reply on the Segregation of Duties comments. She explained a response is acceptable as long as the Department states it will take action to correct or improve the process. If the Department does not do it, the next report will contain a repeat comment. Hollingsworth advised segregation of duties may always be an issue. The State acknowledges that small Counties cannot afford to hire additional employees to handle these matters because it is not beneficial to the County. The Report will continue to note the issue, even if the County cannot address it because of the cost/benefit restriction. The ultimate goal is to get rid of comments. Motion by Carney second by Grasty to approve the Guthrie County Financial Statements and Audit Report for Fiscal Year 2017-2018 along with accompanying Representation Letter and authorize Chair to sign the Representation Letter. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors scored the Master Matrix for Rose Acre Farms, Inc. Iowa Department of Natural Resources (IDNR) Construction Permit Application. Lloyd and Kuster advised IDNR did not find any issues during the site visit on Thursday, 6 June 2019. Supervisors briefly discussed the score for each item. According to Kuster, IDNR does not have any problems with the closest well because it is upstream. Additionally, there will be a dry pond to collect runoff, so it does not travel directly into the creek. Supervisors concurred with the Applicants scoring of the Master Matrix. Both calculated a score of 465. A passing score is 440.

Supervisors formulated comments for the Rose Acre Farms, Inc. Iowa Department of Natural Resources (IDNR) Construction Permit Application. Neither Auditor nor Supervisors received any public comments. Kuster only received one (1) inquiry and the individual had no problems with the Permit after Kuster explained the proposal. Lloyd and Kuster were happy with the site visit. The structure will be a 105x300 feet Hoop Building erected on a concrete foundation. Supervisors concur with submitting the following comments: Two (2) of the Supervisors toured the facility and seen no reason to object to the Application. Upon review and inspection of the construction site as well as the documents provided by Applicant, the Guthrie County Board of Supervisors recommends the Permit

Application be approved by IDNR. Motion by Grasty second by Carney to recommend the Iowa Department of Natural Resources (IDNR) approve Rose Acre Farms, Inc. Iowa Department of Natural Resources (IDNR) Construction Permit Application and authorize Chair to sign the Guthrie County Master Matrix Scoring & Recommendation Letter. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Liquor License Application (LC0044667) submitted by Adair Casey Tour Abroad Group, Adair, Iowa. The application is for a Class "C" Liquor License (Commercial) for a term of twelve (12) months effective 15 August 2019. It includes Sunday Sales privileges. Motion by Carney second by Kuster to approve the Liquor License Application (LC0044667) submitted by Adair Casey Tour Abroad Group, Adair, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Zoning Permits Report for March 2019 - May 2019. There were no questions or comments.

Carney inquired about the Guthrie County Courthouse Grounds Policy. Lane is willing to help Brandon Thompson, Guthrie County Facilities Manager, prepare the Policy. Auditor reminded Supervisors that Thompson provided sample policies as well as documents explaining why it is important to have a policy. Carney expressed concerns about the need for a policy prior to constructing the new Jail Addition. Auditor assured Supervisors the contractor will institute rules and regulations for the construction site.

There was no further discussion about any pending county projects.

Motion by Grasty second by Kuster to approve the Minutes from 28 May 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Dickson to table the Minutes from 4 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Pam Lane, Guthrie County Human Resources Director, joined the meeting to discuss the proposed Information Technology (IT) position. She provided an updated IT Job Description before the end of the last, regular meeting on Tuesday, 4 June 2019. Lane clarified she is not to post the position, advertise it or actively search for a person to fill it. Auditor confirmed Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), is scheduled to meet with Supervisors during the regular meeting on Tuesday, 25 June 2019.

Lane reported she is standing up the Guthrie County Personnel Policy Committee again. Procedures have changed since Supervisors hired a Human Resources Director. Therefore, Lane wants to change some items in the Policy. Elected Officials and Department Heads are to email her, if they want to be on the Committee. The current list of members is Guthrie County Auditor, Custodian, Conservation Director, Engineer and Kuster.

Lane provided a Human Resources Department update. There are three (3) open positions: Assistant Guthrie County Attorney, Guthrie County Roads Department (SRD) Laborer and part-time Clerk in the Guthrie County Recorder Office. There was no bid for the SRD Grader Operator position, so it will be posted to the public now.

Lane conducted Health Insurance Portability and Accountability Act (HIPAA) training for Supervisors and Auditor.

There being no further business to come before the Board at this time, the Board adjourned at 11:38 a.m. until its regularly scheduled meeting on Tuesday, 18 June 2019. Motion by Kuster second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

18 June 2019

The Guthrie County Board of Supervisors met this 18th day of June, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Carney to approve the Agenda for 18 June 2019. Motion carried on a vote: Ayes: 5
Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, and Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to deliver the Guthrie County Transfer Station (TS) update. Thompson anticipates receiving the trailers at some point this week. Thompson also reported he rented an aerial lift to undertake numerous repairs last Friday, 14 June and Saturday, 15 June 2019. Arber advised there were 825.48 tons of solid waste brought into TS during May 2019 compared to 711.5 tons in May 2018. As of April 2019, TS has received 7,280 total tons of solid waste. The amount for June 2019 is 311 tons so far. Arber notified Supervisors he completed the Iowa Department of Resources (IDNR) Quarterly Report on Saturday too. Carney reported he received a call from the Landfill Pasture Renter regarding the smooth wire on the left side of the pasture. It does not keep the calves in the pasture. The Renter is going to remove the existing fence and replace it with barbed wire. Carney emphasized he did not promise the County will pay for it.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented Resolution 19-40: Resolution Adopting the Guthrie County Procurement Policy as Required by the Federal Emergency Management Agency (FEMA) to Qualify for Disaster Assistance. Said Resolution adopts the Guthrie County Procurement Policy. In particular, the United States Code of Federal Regulations mandates a non-state entity such as Guthrie County must implement a procurement policy in order to avail itself of certain disaster assistance provided by the Federal Emergency Management Agency (FEMA). The Guthrie County Board of Supervisors fulfills this obligation by adopting the Guthrie County Procurement Policy. The purpose of this procurement policy relates only to utilization of Federal Grant/Funds. All resolutions and orders or parts thereof in conflict with the provisions of this resolution are, to the extent of such conflict, hereby repealed by this Resolution. Furthermore, this Resolution shall be in full force and effect immediately upon its adoption and approval as provided by law. A copy of the Guthrie County Procurement Policy is available at the Guthrie County Auditor's Office and with the full text of the Resolution on the Guthrie County website. Carney inquired how often Supervisors must adopt this Policy. Auditor replied it must be up to date and meet FEMA standards each time the Departments apply for federal assistance and/or grants. Sebern advised it follows closely to the State of Iowa's policy. The Resolution itself is self-explanatory. Grasty verified the Policy only applies to FEMA. Sebern replied it was worded specifically for FEMA. Sebern also learned the federal funding just became available last week. He advised multiple teams will be involved in the FEMA Disaster Assistance process. The first on-sight visit or pre-kickoff meeting will be Thursday, 20 June 2019, with a lady from Texas. She will conduct the initial review. Sebern had to brief her about rural gravel roads. He assured Supervisors he will be ready for any eventuality. Carney inquired if the Guthrie County Attorney should review all resolutions. Auditor replied most resolutions are standard and contain Iowa Code cites to justify the resolution. Other resolutions are cut and paste from examples. Auditor submits any atypical resolutions for approval by the County Attorney. Auditor will submit all resolutions to the County Attorney, if Supervisors think it is necessary. Motion by Kuster second by Dickson to approve Resolution 19-40: Resolution Adopting the Guthrie County Procurement Policy as Required by the Federal Emergency Management Agency (FEMA) to Qualify for Disaster Assistance. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Sebern submitted Resolution 19-41: Resolution Adopting the Guthrie County Procedures for Fraud Reporting, Conflict of Interest and to Safeguard Personal Information as Required by the Federal Emergency Management Agency (FEMA) to Qualify for Disaster Assistance. Said Resolution hereby adopts the Guthrie County Procedures for Fraud Reporting, Conflict of Interest and to Safeguard Personal Information. In particular, the United States Code of

Federal Regulations mandates a non-state entity such as Guthrie County must implement procedures to report fraud in order to avail itself of certain disaster assistance provided by the Federal Emergency Management Agency (FEMA). The Guthrie County Board of Supervisors fulfills this obligation by adopting the Guthrie County Procedures for Fraud Reporting. The United States Code of Federal Regulations mandates a non-state entity such as Guthrie County must implement procedures to address conflict of interest in order to avail itself of certain disaster assistance provided by the Federal Emergency Management Agency (FEMA). The Guthrie County Board of Supervisors fulfills this obligation by adopting the Guthrie County Procedures for Conflict of Interest. The United States Code of Federal Regulations mandates a non-state entity such as Guthrie County must implement procedures to safeguard personal information in order to avail itself of certain disaster assistance provided by the Federal Emergency Management Agency (FEMA). The Guthrie County Board of Supervisors fulfills this obligation by adopting the Guthrie County Procedures to Safeguard Personal Information. The purpose of these procedures relates only to utilization of Federal Grant/Funds. All resolutions and orders or parts thereof in conflict with the provisions of this resolution are, to the extent of such conflict, hereby repealed by this Resolution. Furthermore, this Resolution shall be in full force and effect immediately upon its adoption and approval as provided by law. A copy of the Guthrie County Procedures for Fraud Reporting, Conflict of Interest and to Safeguard Personal Information are available at the Guthrie County Auditor's Office and with the full text of the Resolution on the Guthrie County website. The Resolution and procedures are self-explanatory. Motion by Grasty second by Carney to approve Resolution 19-41: Resolution Adopting the Guthrie County Procedures for Fraud Reporting, Conflict of Interest and to Safeguard Personal Information as Required by the Federal Emergency Management Agency (FEMA) to Qualify for Disaster Assistance. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://guthriecounty.org/government/boards-commissions/board-of-supervisors/agendas-minutes/>.

Sebern offered the York Avenue Right of Way (R-O-W) Purchase Agreements and Temporary Easement Agreement. He passed around the drawing to re-align York Avenue to the east. The new plan is to move the road and install a new pipe. Since the bank is composed of a shale layer, it does not hold the dirt when it gets wet. By pushing the road away from its present course, it flattens the slope and avoids the bank. SRD will do all the work. At the landowner's choice, SRD will pay for the fence rather than replace it. SRD will pay approximately ten thousand dollars per acre (\$10,000/acre) for the land and fence. The total cost will be \$17,981.95. In particular, SRD agrees to purchase point fifty-four (.54) acres of permanent easement and twenty-nine point seven (29.7) rods of barbed wire fence in Parcel Number 0000533000, Northwest Quarter Southeast Quarter (NW¼ SE¼) Section 3, Township 78 North, Range 30 West (Sec 3, T78N, R30W), Guthrie County, Iowa, for \$6,495.85 from Warren E. Gilman. Additionally, SRD agrees to purchase one point seventy-one (1.71) acres of permanent easement and fifty point ninety-one (50.91) rods of barbed wire fence in Parcel Number 0000533900, Southeast Quarter Southeast Quarter (SE¼ SE¼) Section 3, Township 78 North, Range 30 West (Sec 3, T78N, R30W), Guthrie County, Iowa, for \$10,306.87 from Robert and Ruth Harvey. Finally, SRD agrees to purchase point nineteen (.19) acres of temporary easement and eighteen point eighteen (18.18) rods of barbed wire fence in Parcel Number 0000533800, Lot One (1) Southwest Quarter Southeast Quarter (SW¼ SE¼) Section 3, Township 78 North, Range 30 West (Sec 3, T78N, R30W), Guthrie County, Iowa, for \$1,179.23 from Gregg A. Rogers. The project will be paid for with local funds. Motion by Dickson second by Grasty to approve and authorize the Chair to sign the Right-of-Way (R-O-W) Purchase Agreement to procure land for York Avenue Realignment from Warren E. Gilman for \$6,495.85 (Parcel No. 0000533000). Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Grasty second by Dickson to approve and authorize the Chair to sign the Right-of-Way (R-O-W) Purchase Agreement to procure land for York Avenue Realignment from Robert and Ruth Harvey for \$10,306.87 (Parcel No. 0000533900). Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Dickson second by Grasty to approve and authorize the Chair to sign the Right-of-Way (R-O-W) Temporary Easement Agreement to utilize land for York Avenue Realignment owned by Gregg A. Rogers for \$1,179.23 (Parcel No. 0000533800). Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a Guthrie County Secondary Roads Department (SRD) update. Sebern announced the County will need to post twenty-three (23) new bridges. It is not due to deterioration, but rather new legislation. The Iowa Legislature passed a bill allowing bridges to be rated for special hauls. Sebern addressed a policy issue on 330th Street just off County Road N54 (Adair Road). There is a commercial business in a building on this dirt road. The owner

wants SRD to rock a portion of the road. Grasty insisted County has not done it in the past. Carney stated the owner requested an Agricultural Zoning Permit when he erected the building. In fact, Carney and Dickson recently discussed the zoning permit classification. Sebern confirmed there is a business in the building now. Dickson wants to do more research on the matter. Grasty reiterated County has a policy not to rock the dirt roads. Dickson reminded Supervisors that they previously have entered into agreements. Sebern opted to present the matter because it is a unique situation which he has not encountered in the past. He does not object to maintaining a policy that County does not rock the dirt roads. SRD will shape the road, if landowner wants to rock it. Then, the landowner may continue to rock it at the landowner's expense just like the past. The road will remain a Level B road. Grasty verified there is no intention to change the grade.

Supervisors considered the Guthrie County, Iowa Application for the Display of Fireworks submitted by Weston Grow. Motion by Kuster second by Carney to approve Guthrie County, Iowa Application for the Display of Fireworks submitted by Weston Grow. Motion carried on a vote: Ayes: 5 Nays: 0.

There was no discussion about any county projects.

Supervisors reviewed the Guthrie County Sheriff Department Payroll Change Notice for Breanna Barber (New Employee). Barber will be a part-time dispatcher. She also will remain a full-time dispatcher with the Dallas County Sheriff Department. Motion by Grasty second by Lloyd to approve and sign the Guthrie County Sheriff Department Payroll Change Notice for Breanna Barber (New Employee) authorizing a new wage of \$21.00 per hour effective 10 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Dickson to approve the Minutes from 4 June 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Lloyd to table the Minutes from 11 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Kuster to approve the Claims from 5 June 2019 – 18 June 2019 in the amount of \$412,931.55. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 19 May 2019 – 1 June 2019, the Guthrie County Sheriff Deputies Payroll Report for 27 May 2019 – 9 June 2019 as well as the County and Assessor Payroll Reports for 25 May 2019 – 7 June 2019.

There being no further business to come before the Board at this time, the Board adjourned at 11:33 a.m. until its regularly scheduled meeting on Tuesday, 25 June 2019. Motion by Grasty second by Kuster. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

25 June 2019

The Guthrie County Board of Supervisors met this 25th day of June, 2019, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Jerome "J.D." Kuster.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Kuster to approve the Agenda for 25 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the June 2019 Information Technology (IT) Report.

Curt Thornberry, Technology Development Director, Guthrie Center Communications, attended the meeting and discussed future IT services. Thornberry emailed the Three (3) Year Guthrie County IT Budget Estimates which includes the projected budget for Fiscal Year 2019-2020 (FY2020) and the FY2020 County Budget Narrative to Supervisors last week. The FY2020 Budget includes all the reoccurring services. Thornberry specifically addressed the onsite, remote, managed anti-virus as well as backup services, monthly reports and after-hours support. These areas are static for the most part; however, there has been a little growth.

Sarah Gomez, Midwest Partnership Economic Development Corporation, Executive Director, joined the meeting and provided a Midwest Partnership Economic Development Corporation (MWP) update. There have been a few changes during the last few months. Previously, MWP provided services to four (4) counties – Adair, Audubon, Greene and Guthrie. The MWP Board of Directors opted to withdraw from Audubon as well as Greene Counties and ultimately focus on Adair and Guthrie Counties. The decision is based on two (2) factors. First, MWP only provided partial services to Greene County because Greene County has a fulltime Economic Development Director. Second, Audubon County requested partial services due to financial issues and the fact Audubon County has a part-time employee administering tourism. It has been a good, positive change so far. It also shifts MWP back to its original organizational structure.

Becky Benton, State Street Insurance, joined the meeting and inquired about Iowa Municipal Works Compensation Association (IMWCA) Coverage for the Guthrie County Chaplains serving as volunteers for Guthrie County. Pam Lane, Guthrie County Human Resources Director, also was present for the discussion. She provided a copy of the IMWCA Declaration Page which sets forth the estimated coverage and premiums. Benton explained the Chaplains are forming an Internal Revenue Service (IRS) 501(c)(3) Organization. The agent assisting the Chaplains questioned if the Chaplains have workers' compensation coverage while working for the County. Currently, the Chaplains are not subject to the County's IMWCA plan because they are not part of the statutory coverage. There is an option, though. Benton explained the County already pays a minimum premium of \$100 for Non-Statutory Medical Coverage which provides coverage for no more than ten (10) volunteers. The rate per volunteer is ten dollars (\$10). If an individual sustains an injury while volunteering for the County, the IMWCA coverage will not exceed \$25,000. The Chaplains are eligible for this coverage; however, they must complete an application. Currently, there are six (6) Chaplains who may work with the Guthrie County Sheriff's Department. Benton assured Supervisors that the County will not incur any additional cost. The approval just is a formality. Motion by Kuster second by Grasty to authorize Iowa Municipal Works Compensation Association (IMWCA) coverage for the Guthrie County Chaplains serving as volunteers for Guthrie County. Motion carried on a vote: Ayes: 5 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the assignment of the Tax Sale Certificate for Parcel Number 0001055900 held by the County. Vickie L. Sellers currently owns the Parcel. It is located in the City of Bagley. Jerry England, a neighbor, wants the County to sign over the Tax Sale Certificate in exchange for payment of the balance due, \$108. The balance due includes the delinquent property taxes plus interest. Motion by Lloyd second by Carney to assign Guthrie County's Tax Sale Certificate for Parcel Number 0001055900 to Jerry England for the balance due, \$108. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor submitted a letter prepared by Darcia Robson, Guthrie County Veteran Affairs Administrator, requesting the reappointment of Barry Chalfant to the Guthrie County Commission of Veteran Affairs for a term of three (3) years. Chalfant's term ends on 30 June 2019. Chalfant is willing to serve another three (3) year term, and the Commission recommends reappointing him. Motion by Kuster second by Carney to appoint Barry Chalfant to the Guthrie County Commission of Veteran Affairs for a term of three (3) years ending 30 June 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Application for Fireworks Permit submitted by Joe Chaloupka. He will set off the fireworks at 1414 Highway 4, Yale, Iowa on 5 July or 6 July 2019 after dark. The alternative rain date is 7 July 2019. Motion by Lloyd second by Grasty to approve Guthrie County, Iowa Application for the Display of Fireworks submitted by Joe Chaloupka. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors considered the Guthrie County, Iowa Application for the Display of Fireworks submitted by Faith Kuster. The operator will be Faith Elizabeth Kuster. The address of the display is 2420 Jaguar Trail, Guthrie Center, Iowa, and the actual location on the property is the backyard towards the pond. The date and hours of the display are 3 July, 4 July and 5 July 2019 from 7:00 p.m. – 11:30 p.m. Motion by Carney second by Dickson to approve Guthrie County, Iowa Application for the Display of Fireworks submitted by Faith Kuster. Motion carried on a vote: Ayes: 4 Nays: 0 Abstain: 1 (Kuster).

Supervisors reviewed the Guthrie County, Iowa Application for the Display of Fireworks submitted by Lake Panorama/Rita Scheiring. The operators will be Britton Gallagher – J & M Displays, Inc. The address of the display is Lake Panorama and the actual location on the property is Shady Beach. The date and hours of the display are 6 July 2019 at 9:30 p.m. with an alternate rain date of 7 July 2019 at 9:30 p.m. Motion by Grasty second by Carney to approve Guthrie County, Iowa Application for the Display of Fireworks submitted by Lake Panorama/Rita Scheiring. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors considered the Liquor License Application (BB0038395) submitted by Iowa Beer Bus for the premises located at 1436 Highway 141, Coon Rapids, Iowa. The application is for a Class “B” Beer License for a term on five (5) days effective 3 July 2019. It includes Outdoor Service. Motion by Lloyd second by Dickson to approve the Liquor License Application (BB0038395) submitted by Iowa Beer Bus, Coon Rapids, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did not discuss any pending county projects.

Supervisors reviewed the Guthrie County Attorney Office Payroll Change Notice for John Twillmann (New Employee). Brenna Bird, Guthrie County Attorney, offered the fulltime Assistant Guthrie County Attorney (ACA) position to Twillmann, and he accepted the offer with a starting salary of \$75,000. Supervisors inquired about the impact on the Fiscal Year 2019-2020 (FY2020) County Attorney Budget. Auditor replied the County Attorney budgeted \$70,371 for the part-time ACA position plus \$5,508 for a temporary employee in the FY2020 Budget. Furthermore, she budgeted \$11,704 for the compensation payout due and owing to the retiring ACA, Tim Benton. Auditor will have the Chief Deputy Auditor calculate the exact amount of Benton’s payout. Auditor also confirmed County Attorney budgeted for the cost of an additional family insurance premium in the FY2020 Budget. Auditor is unsure of any other details or the County Attorney’s plans. In Dickson’s opinion, Elected Officials and Department Heads need to discuss any offer extended to a new employee with Supervisors before hiring the employee. Auditor and Lane confirmed the County Attorney did not discuss the matter with them. Auditor just received an email notifying her of the new employee as well as the salary. Lane advised County Attorney provided her the same information in person. Motion by Dickson second by Carney to table approval and signing of the Guthrie County Attorney Office Payroll Change Notice for John Twillmann (New Employee). Motion carried on a vote: Ayes: 4 Nays: 1 (Grasty).

Supervisors considered the Guthrie County Transfer Station Payroll Change Notice for Dan Smith (New Employee). Smith will be the truck driver for the Transfer Station. Motion by Dickson second by Carney to approve and sign the Guthrie County Transfer Station Payroll Change Notice for Dan Smith (New Employee) authorizing a new wage of \$20.50 per hour effective 24 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Carney to approve the Minutes from 11 June 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 18 June 2019. Motion by Kuster second by Carney to table the Minutes from 18 June 2019 until the regular meeting on Tuesday, 2 July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Kuster second by Grasty to approve the Claims from 19 June 2019 – 25 June 2019 in the amount of \$185,697.26 subject to the availability of funds in the Fiscal Year 2018-2019 Guthrie County Budget and to authorize Auditor to pay any outstanding routine expenses for Fiscal Year 2018-2019 prior to 30 June 2019 subject to the availability of funds. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 2 June 2019 – 15 June 2019, the Guthrie County Sheriff Deputies Payroll Report for 10 June 2019 – 23 June 2019 as well as the County and Assessor Payroll Reports for 8 June 2019 – 21 June 2019.

Kuster encouraged Supervisors to fill out the Forest Reserve Survey created by the Iowa State Association of Counties (ISAC) Members Relation Team. According to data provided by the Guthrie County Assessor, there are 7,554 acres of forest reserve within the County.

Supervisors briefly discussed the concerns expressed by Guthrie County Employees regarding security of the Guthrie County Courthouse. Auditor will schedule the Guthrie County Sheriff to discuss the matter with Supervisors during the regular meeting on Tuesday, 16 July 2019.

There being no further business to come before the Board at this time, the Board adjourned at 12:24 p.m. until its regularly scheduled meeting on Tuesday, 2 July 2019. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

Jack E. Lloyd, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor